



ROM II

USERS

GUIDE

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Introduction

Welcome to the world of ROM II! What exactly is ROM II, you may ask? ROM II provides an automated means for personnel to perform all functions relating to daily operations of the Navy Ship's Store Afloat in a Windows environment. This includes generating financial reports needed to manage the ships funds and those required by a higher authority.

ROM II provides enhanced ordering capabilities, physical inventory functions, combined with new inventory management using Electronic Point of Sale (EPOS) technology. In essence, ROM II is an Inventory Control System.

The Purpose of this Manual:

The ROM II Users Manual is a fully illustrated guide designed to navigate the most inexperienced records-keeper throughout the entire ROM II program. Each function has a step-by-step process with an illustrated example to assist in performing their task.

Photos have been incorporated to provide a visual for proper hardware construction.

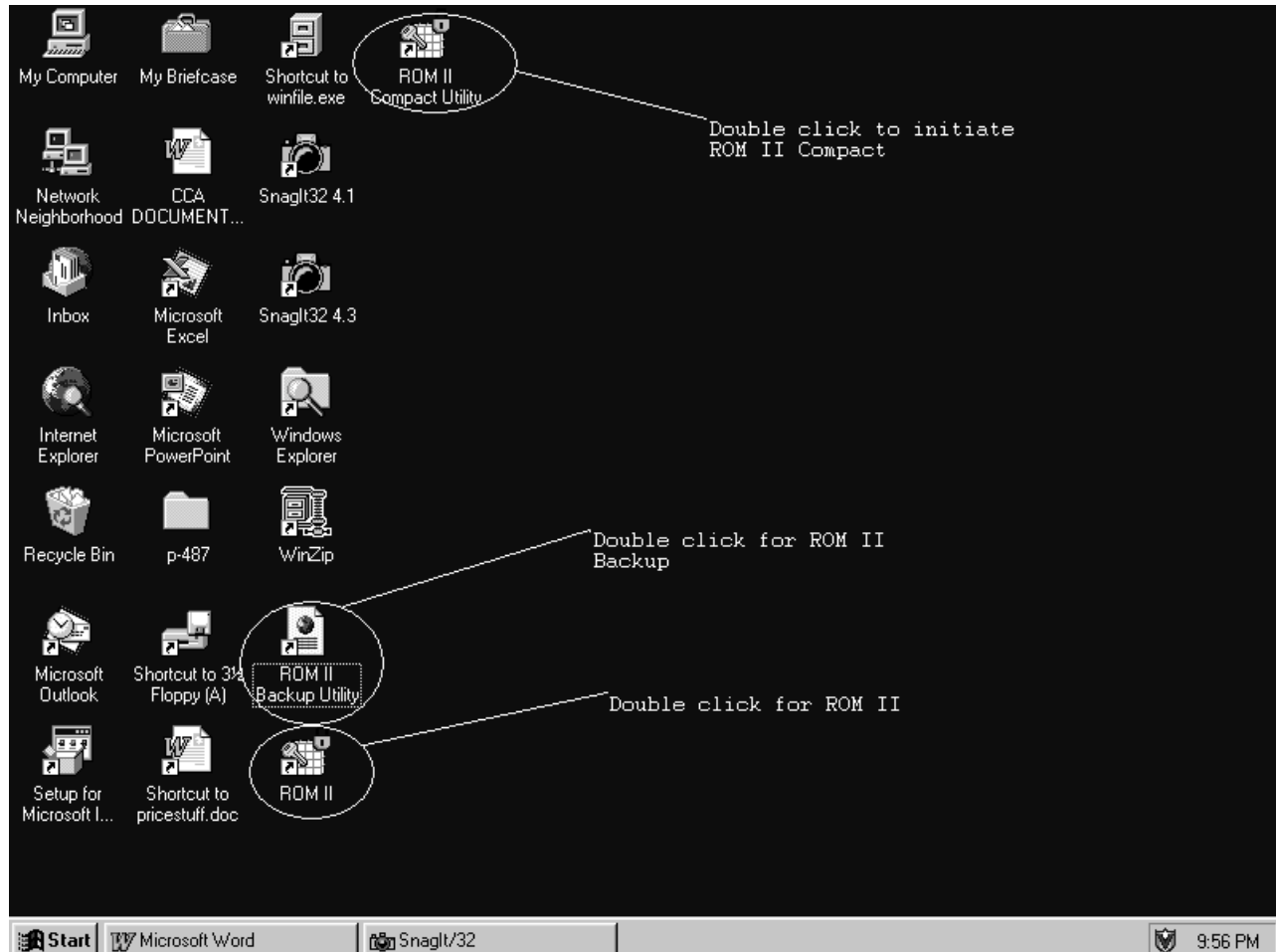
Terminology:

Listed below are some of the more frequently used terms you will need to become familiar with in order to fully understand how ROM II functions.

1. **EPOS (Electronic Point of Sale)** - The retail activities that have a scanning register and your Bulk storeroom operation.
2. **Non EPOS** - Any retail activity that sales are not scanned. I.E. Soda machines, phone card machines, hangar bay sales and snack vending machines.
3. **BackOffice** - The compute in the Sales Office that is used to perform all of your daily business transactions.
4. **UPC's (Universal Product Code)** - A manufacturers barcode placed on product packaging.
5. **SKU (Store Kept Unit)** - Is a ten-digit number that is identical to the Commercial Stock Number with the exception of the tack between the sixth and seventh digits. I.E. 0500000393.
6. **PDT (Portable Data Terminal)** - A hand held device used to scan and record UPC's and/ or SKU's for the purpose of Inventories, Breakouts and UPC maintenance.
7. **Compact** - Is a compacting program designed to compress data files within ROM II so they do not grow out of control over a period of time.
8. **MDE** - Is the executable program for ROM II.
9. **MDB** - Is the ROM II database (Your ship information).

Getting Started

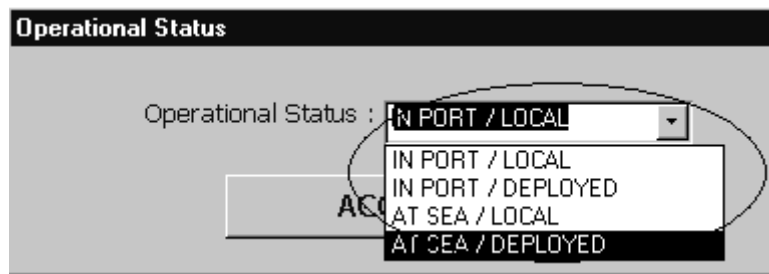
1. From the Desktop, double click on the ROM II Icon. Refer to the following figure:



2. After you have double clicked on the ROM II Icon the following screen will appear:



3. Use the drop down arrow and select the operation status of the ship at time of loggon. Refer to the following figure:



4. After you have selected the appropriate choice, click on the Accept button and the following screen will appear:

The image shows a 'Logon Menu' window. At the top, the title 'Logon Menu' is displayed. Below the title, there are two input fields: 'User ID' and 'Password'. The 'User ID' field has a small dropdown arrow icon on its right side, which is circled in red. Below the input fields are two buttons: 'Confirm' and 'Return'.

5. In the User ID field, scroll and select the appropriate operator.
6. Press the TAB button and enter the appropriate Password in the Password field and click on the Confirm button. The ROM II Main Menu will appear:

The image shows the 'ROM II Main Menu' screen. At the top left, the text 'ROM II [00.03e]' is displayed. The main menu consists of a vertical list of options: 'POS Assign Till', 'POS Reconcile Till', 'Inventory Movement', 'Reports', 'Financial Accounting', 'Inventory Count Functions', 'Ship's Constants' (which is highlighted with a dashed border), 'Utilities', 'Lookup Tables', and 'Exit'. To the right of this list are two buttons: 'ASL' and 'ACB'. Below the menu options, there is a block of text regarding the use of the system and a warning about monitoring.

USE OF THIS OR ANY OTHER DOD INTEREST COMPUTER SYSTEM CONSTITUTES A CONSENT TO MONITORING AT ALL TIMES
 This is a Department of Defense (DOD) interest computer system. All DOD interest computer systems and related equipment are intended for the communication, transmission, processing, and storage of official U.S. Government or other authorized information only. All DOD interest computer systems are subject to monitoring at all times to ensure proper functioning of equipment and systems including security devices and systems, to prevent unauthorized use and violations of statutes and security regulations, to deter criminal activity, and for other similar purposes. Any user of a DOD interest computer system should be aware that any information placed in the system is subject to monitoring and is not subject to any expectation of privacy.

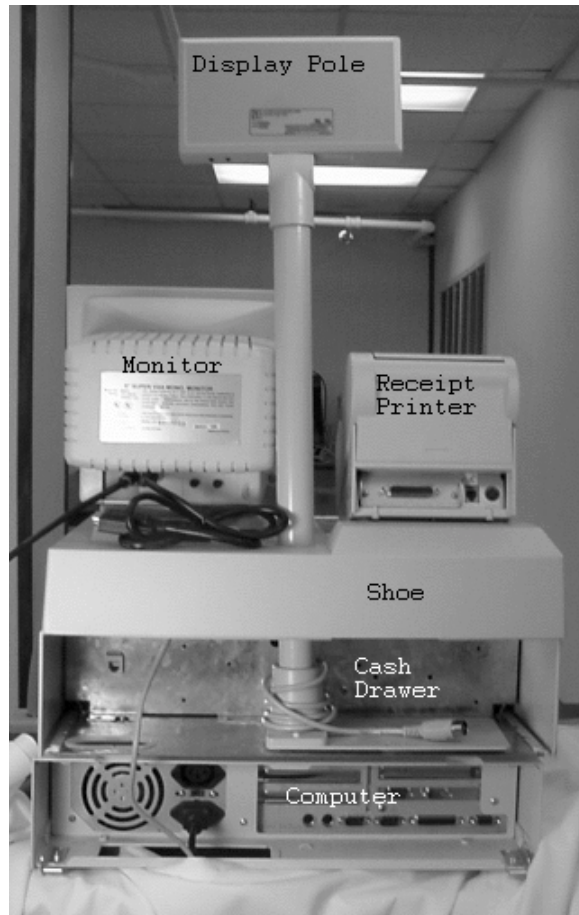
If monitoring of this or any other DOD interest computer system reveals possible evidence of violation of criminal statutes, this evidence and any other related information, including identification information about the user, may be provided to law enforcement officials. If monitoring of this or any other DOD interest computer system reveals violations of security regulations or unauthorized use, employees who violate security regulations or make unauthorized use of DOD interest computer systems are subject to appropriate disciplinary action.

7. From the ROM II Main Menu the operator can access the various options of the ROM II Program. Refer to the following sections in the User's Guide.

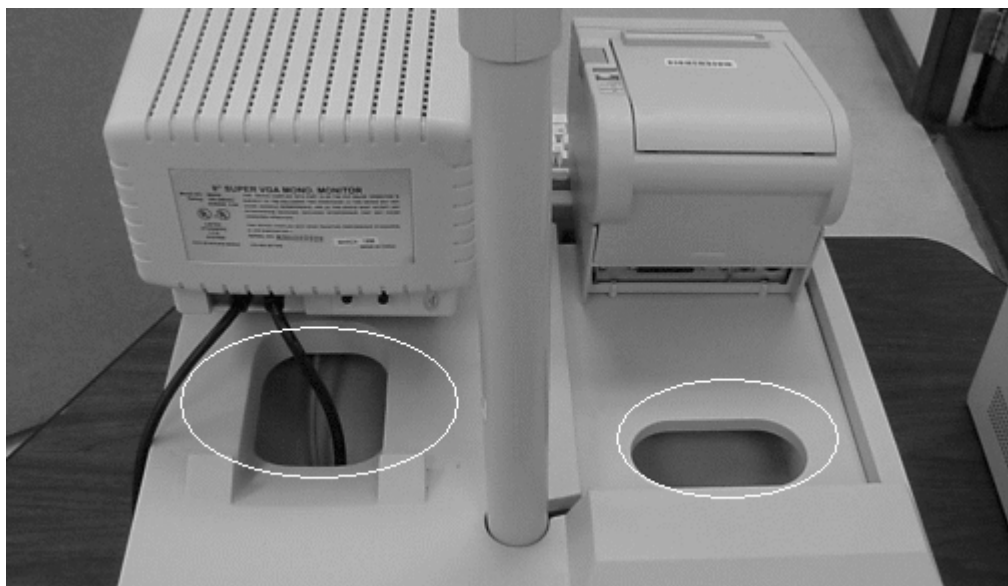
Point of Sale Construction:



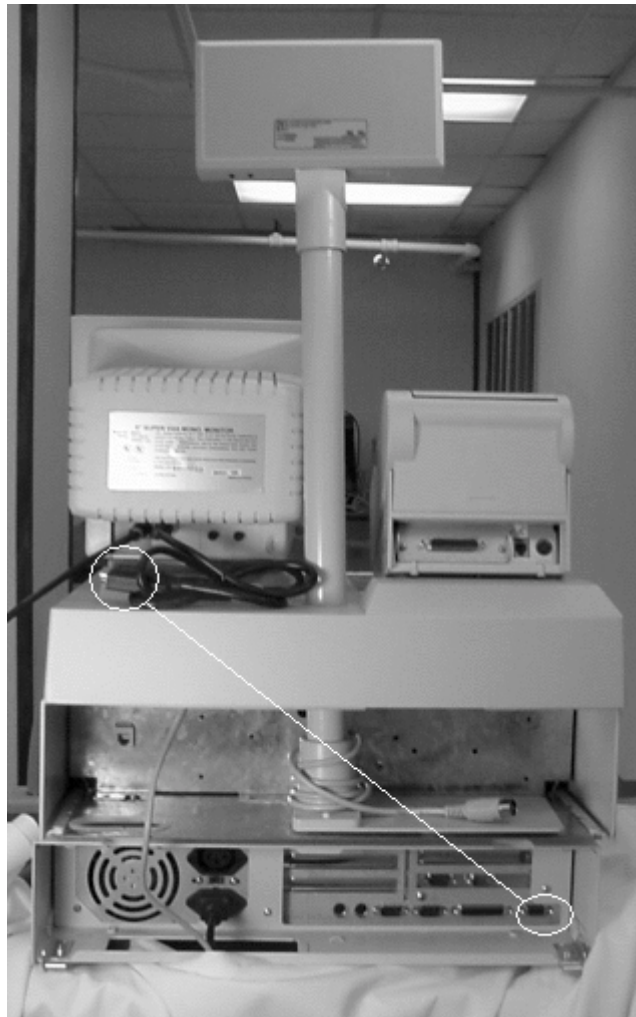
Point of Sale Front View



Point of Sale Rear View



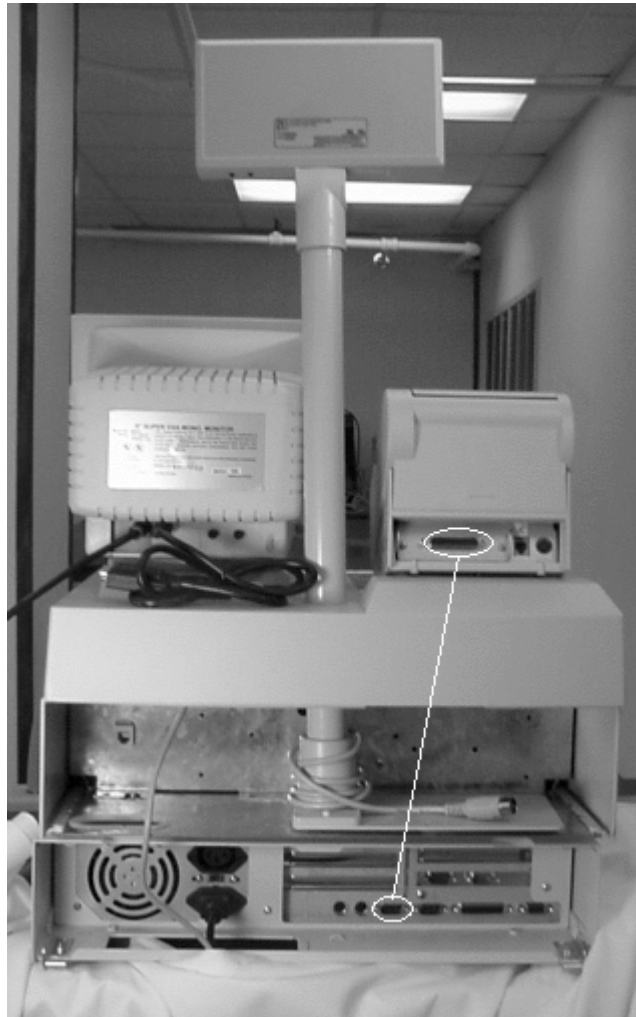
Top View of Shoe (Cables fed through circled areas)



1. Feed the power cord and the video cord through the opening in the back of the Shoe down through the Cash drawer openings and connect the video connection to the video port on the computer. The power cord will be plugged into the Backup Power Supply.



Backup Power Supply (UPS) Uninterrupted Power Supply)



2. Connect the 25-pin to 9-pin Gender Adapter (Figure B.). The 25-pin connector will go to the receipt printer. The 9-pin connector will be fed through the back of the shoe and down through the cash drawer and connected to Serial Port ONE. Refer to Figure B.

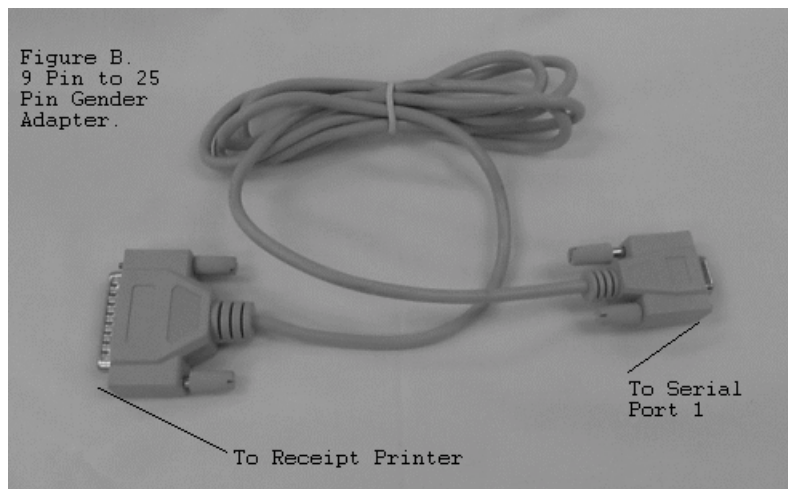


FIGURE B
VII



3. Connect the phone line RJ-11 (Figure A.) to the receipt printer. Use the end that DOES NOT say to register. Feed the cable through the back of the shoe and down and connect to the slot on the cash drawer. This end of the cable indicates to Cash Drawer. Refer to Figure A.

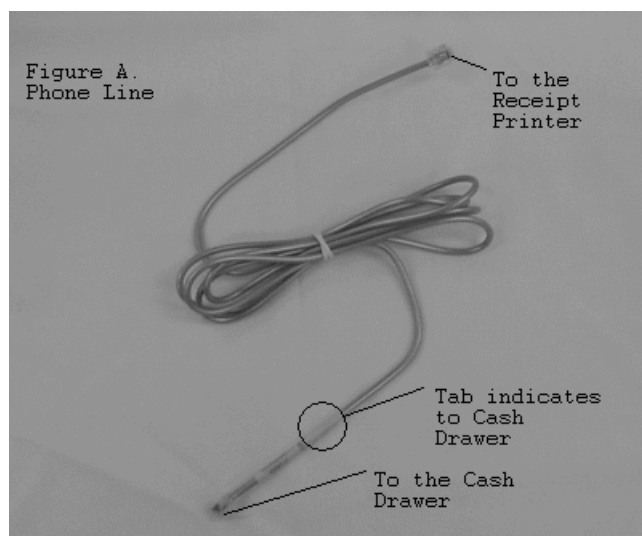
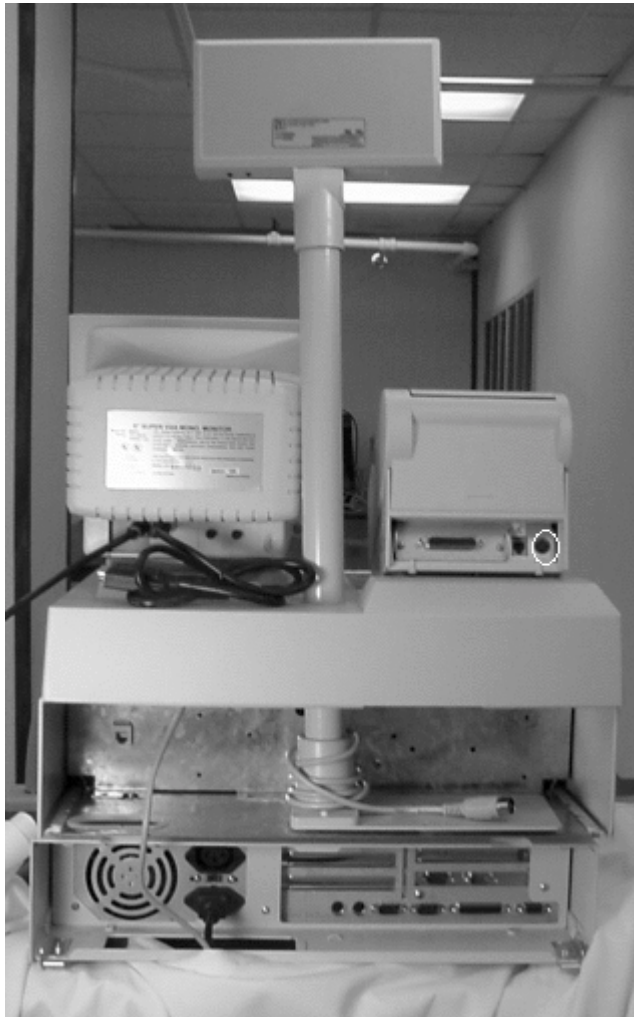


FIGURE A
VIII



4. Feed the cable from the Epson TM-T88 Power Supply up and through the Cash Drawer opening through the back of the shoe and connect to the receipt printer. Place the unit in the cash drawer compartment. Refer to Figure C.

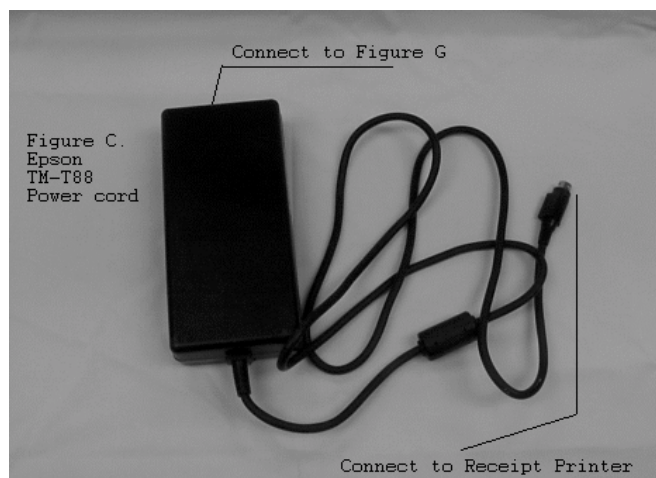


FIGURE C

5. Connect the power cord (Figure G.) to Figure C. Feed the plug down and through the bottom of the cash drawer and connect to the Backup Power Supply (UPS). Refer to Figure G.

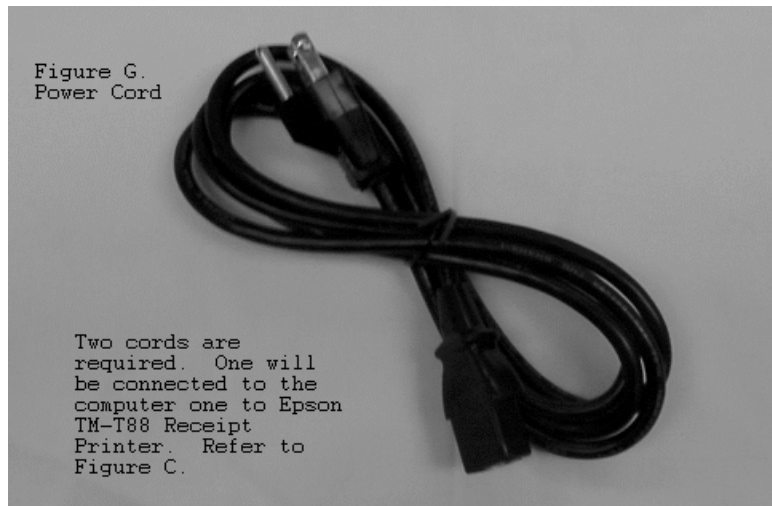


FIGURE G



6. Connect (D1) of Figure D to the Display pole DB 5-Pin connection. The rest of Figure D cable will be fed down and through to the computer. Refer to Figure D.

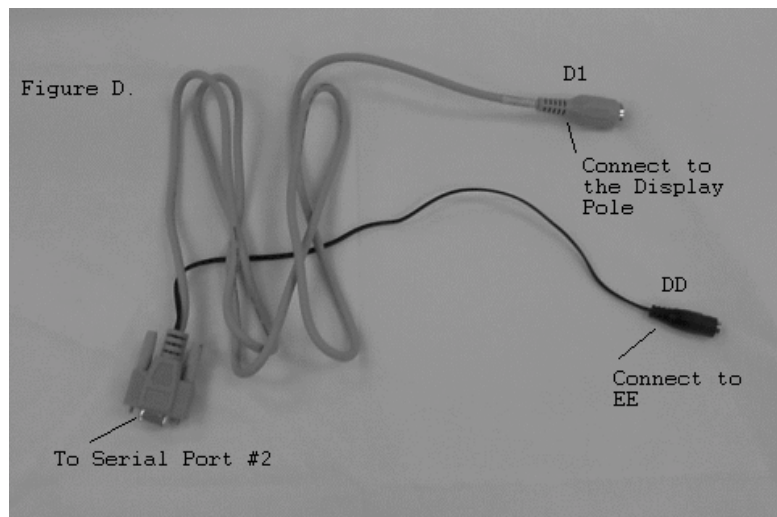


FIGURE D



7. Connect the 9-pin connector of Figure D to Serial Port Two. Connect DD of Figure D to EE of Figure E. Ensure to feed cable up underneath Computer and connect plug from Figure E to Backup Power Supply (UPS). Refer to Figure E.

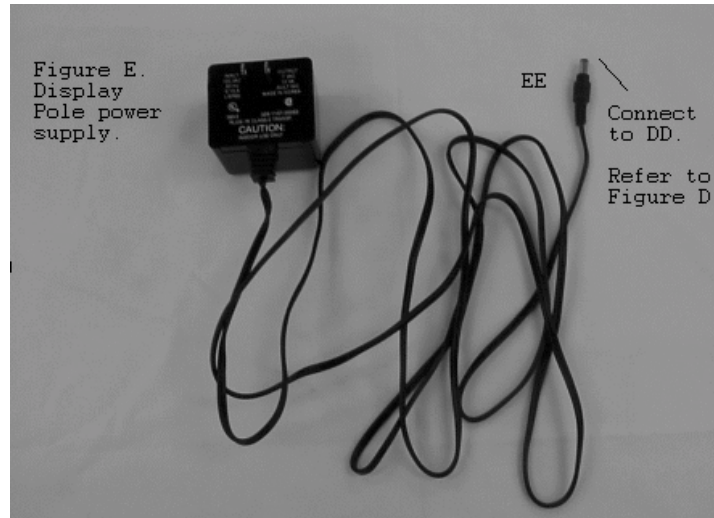
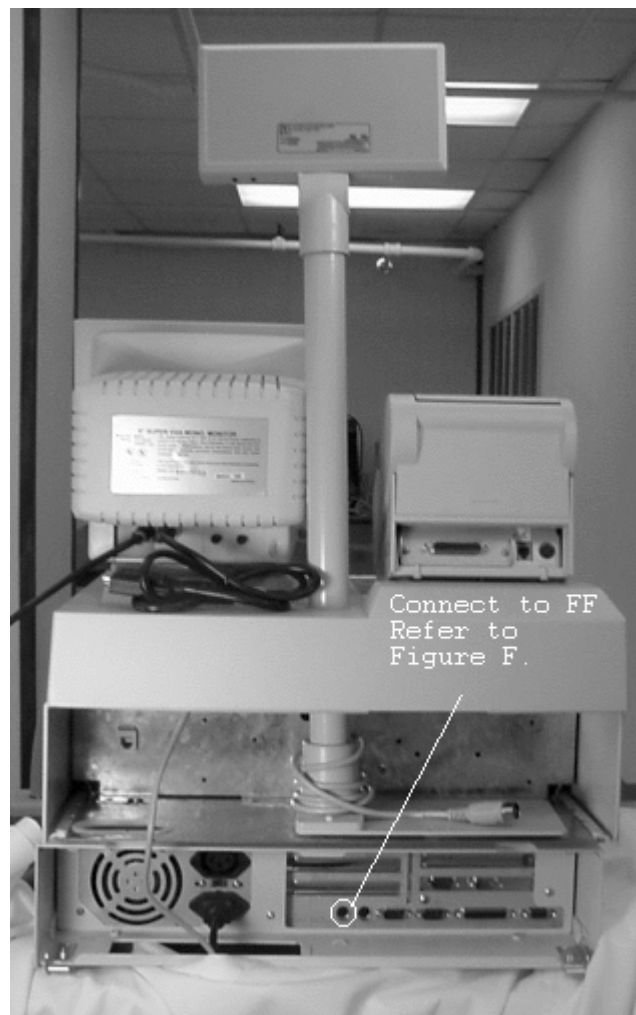


FIGURE E



8. Feed Connections FF and F1 up and through the bottom of the computer and connect FF to the Keyboard Slot. Refer to Figure F.

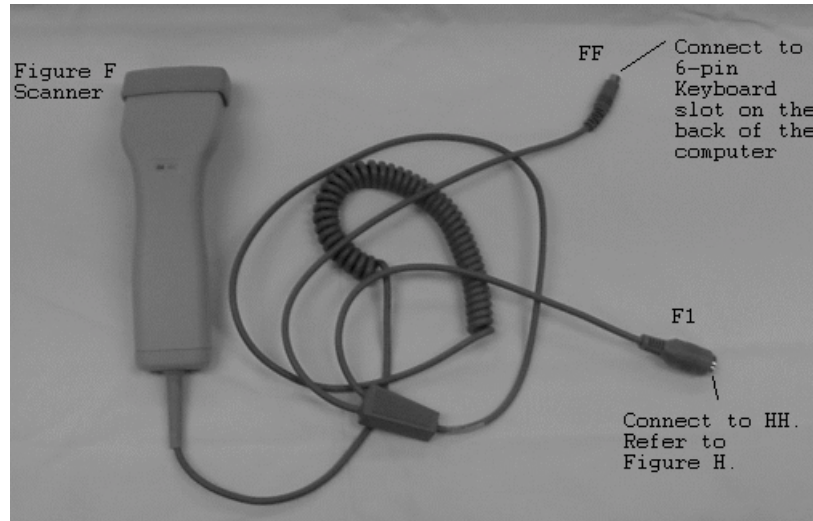
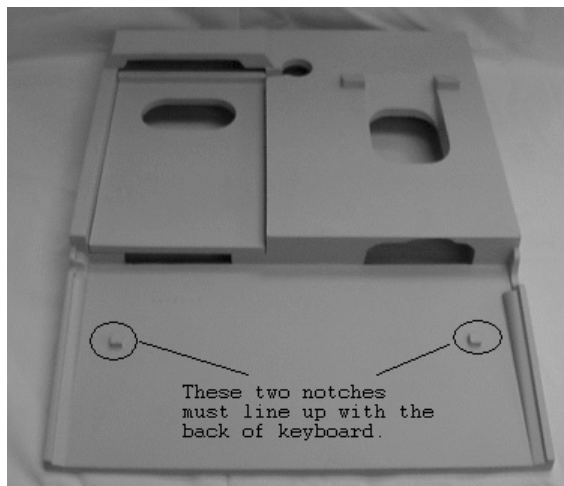
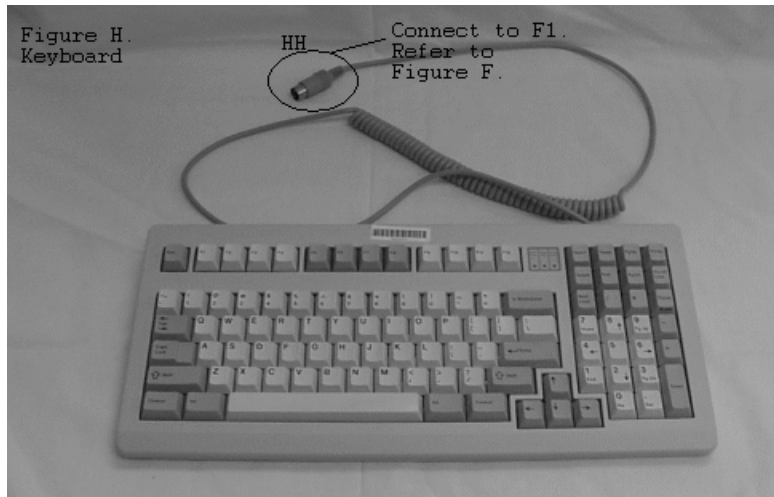


FIGURE F

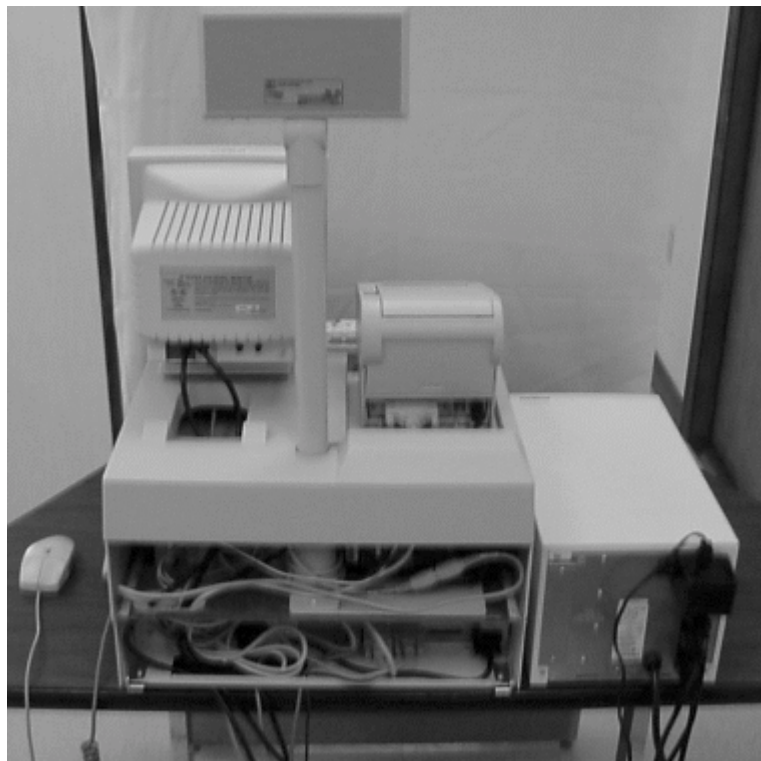
9. The Keyboard will be positioned on the Shoe. Ensure that the keyboard is securely set into the notches on the shoe.



10. Feed the Keyboard cable down and through the back of the Shoe.



11. Connect the mouse to the mouse slot on the back of the computer.

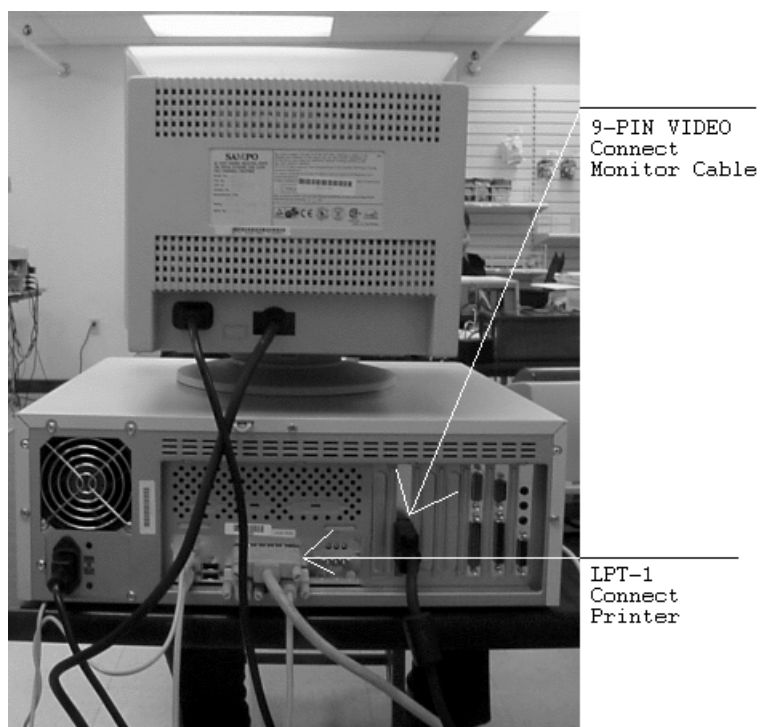


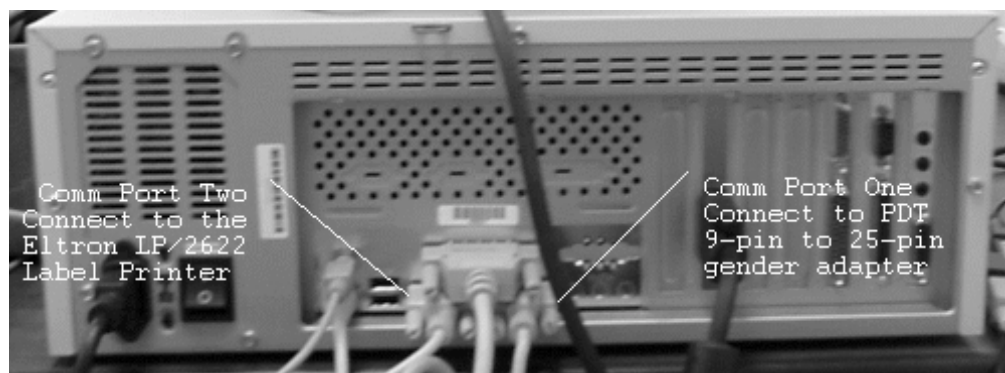
12. Tuck all loose cables into the computer and cash drawer compartments.



13. Attach the cash drawer and computer compartment covers and the system is ready to start up.

Back-Office

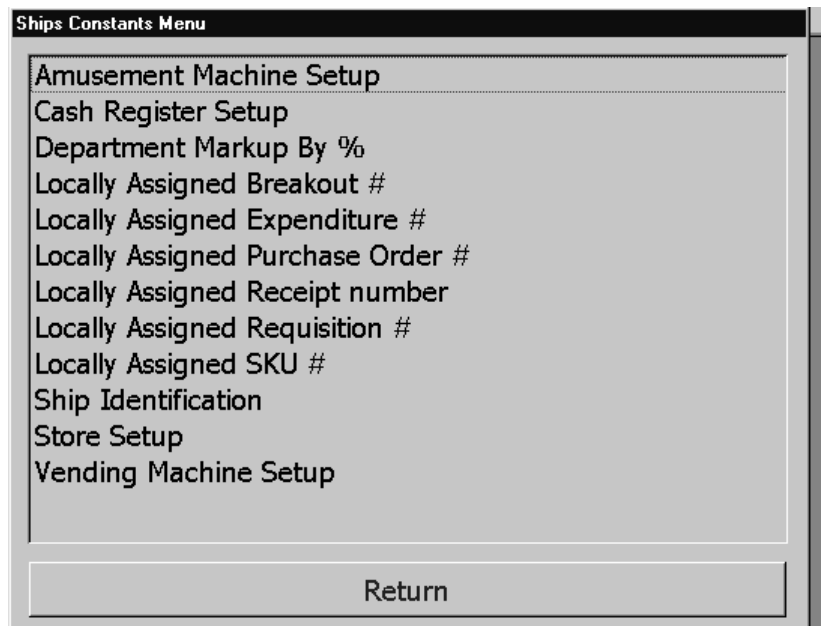




Ship's Constants:

When the system is initially installed there are a series of steps that must be performed in a particular sequence. The following section will describe the procedures and sequences for each of these steps. **Deviation from these steps may cause discrepancies with your ROM II system.**

From the Main Menu screen select the Ship's Constants option. The following screen will appear:



Ships Constants Main Menu

Ship Identification:

From the Ship's Constants menu select the Ship Identification choice. The following screen will appear:

SHIP INFORMATION			
ACCT. PER. START DATE	05-Aug-00	DISBURSING OFFICER	A.L. COX,LT,SC,USNR
ACCT. PER. END DATE	08/06/2000 <small>mmm/dd/yyyy</small>	DISB. OFFICER SYMBOL	8495
SHIP NAME	Classroom	CREW SIZE	2000
HULL NUMBER	CVN-90	NO. PERSON.TENDED	0
UIC	V24000	PAYING ACTIVITY	DEFENSE FINANCE & ACCOUNTING SERVICE
FPO DESIGNATOR	AE	NORFOLK OPERATION LOCATION, CODE FPVB	
FPO ZIP CODE	10305-2101	9712 VIRGINIA AVENUE	
PIERSIDE ADDRESS		TYPE COMMANDER	
N.O.B Norfolk		COMNAVAIRLANT	
Norfolk VA 23511		Norfolk, Virginia	
		23511	
SALES OFFICER	A.L. COX,LT,SC,USNR		
SENIOR SUPPLY OFFICER	M.E. TUELL,LT,SC,USN		
OPERATING ZONE	G	EDI CAPABLE	No
		SPIN CODE	D
		Gf Assessment Bupers (Enter as percentage, eg: 4 = 4%)	5.00%
		Gf Assessment Local (Enter as decimal, eg: .005 = .5%)	.005
			Save Record
			Return

Ship Identification Screen

This is the Ship's Identification screen, from this screen you will enter all the information about your ship. Refer to the following steps:

1. The starting date of the current accounting period is populated by default.
2. Enter the ending date of the current accounting period.
3. Enter the Ship's name without the USS. The system enters this by default on the appropriate documents.
4. Enter the Ship's Hull Number.
5. Enter the Ship's UIC.
6. Enter the FPO Designator.
7. Enter the FPO Zip Code.
8. Enter the Pier Address of the ship.
9. Enter the Sales Officer's name and title. I.E. Thomas. J. Smith, LT, SC, USN.
10. Enter the Senior Supply Officer's name and title. Use the same method as in 9.
11. Scroll and select the Operating Zone that the ship falls under.
12. Enter the Disbursing Officer's name and title. Use the same method as in number 9.
13. Enter the Disbursing Officer Symbol. You will need to get this from the Disbursing Officer.
14. Enter the Crew Size. This includes all personnel assigned to ship's company including Officers. This information can be obtained from the Ship' Personnel Office.

15. Enter the Paying Activity and address.
16. Enter the Type Commander and address.
17. Enter the General Fund Assessment based on type of ship.
 - 1-500 Personnel 0.00%
 - 501-1500 4.50%
 - 1501 and up 5.00%
18. Enter .005 for the General Fund Local.
19. **USING YOUR MOUSE, CLICK ON THE SAVE RECORD LOCATED AT THE LOWER RIGHT HAND SIDE OF THE SCREEN.**
20. Click on the Return button to EXIT this function.

Store Setup:

The next step is to setup your retail outlets and storerooms. From the Ship's Constants menu select the Store Setup option.

Adding a store:

From this screen, you can create the various outlets that your operation has. Click the Add Store and enter the required information.

1. Store Number-Enter the number of the store that is to be created.
 - EPOS Stores will be numbered 1,2,3 and so on.
 - Canned drink will be numbered 9800.
 - Snack Vending will be numbered 9700.
 - Phone Card Machine will be numbered 9500.
 - Hangar Bay/ Pier Sales will be numbered 9400.
 - All other Non-EPOS outlets will be entered in descending order.

Store Information

Buttons: Add Store, Save Changes, Delete Store, Return

Store Search: [Dropdown]

Store No: 1

Store Type: Retail Store

Opening Date: 03-Aug-2000

Store Information:

Name: Ships Store 1

Location: Second Deck

2. Store Type-Scroll and select the desired Store type.

The various types of stores include:

- Bulk Store Room-There can only be one Bulk StoreRoom.
- Retail Store-All stores that have scanning capability.
- Canned Vending Machine- The soda operation.
- Cup Vending Machine-This option is not used.
- Snack Vending- used for all Non-EPOS activities that post to CO2 of 153.
- Storage Rooms- Used for storerooms other than Bulk. I.E. if the operation has more than one Bulk storeroom operator. Several storerooms can be created giving separate accountability to each operator. These storerooms act very similar to other outlets in that, breakouts to and from the "MAIN BULK STOREROOM" must be done to establish a physical inventory.

Store Information

Buttons: Add Store, Save Changes, Delete Store, Return

Store Search: [Dropdown]

Store No: 2

Store Type: [Dropdown Menu Open]

Opening Date: [Empty]

Store Information:

Name: [Empty]

Location: [Empty]

Store Type Options:

- Bulk Store Room
- Retail Store
- Canned Vending Machine
- Cup Vending Machine
- Snack Vending
- Storage Room

3. Opening Date- Double click this box and a calendar pop up will appear. Simply click on the desired date and this field becomes populated.

Store Information

Store Search:
 Store No:
 Opening Date:

Store Type:

Store Information:

 Name:

 Location:

CALENDAR

December 2000

S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

4. Name-Enter the noun names for the store/ activity that is being created.
5. Location-Enter the physical location of the store/ activity being created.

Store Information

Store Search:
 Store No:
 Opening Date:

Store Type:

Store Information:

 Name:

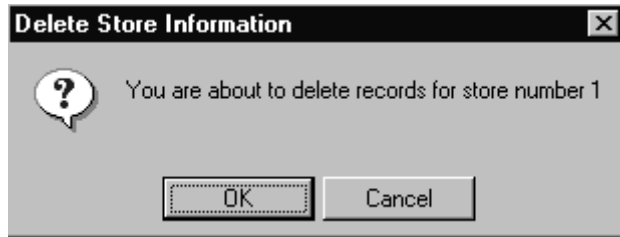
 Location:

6. Click on the Save Changes button to save.

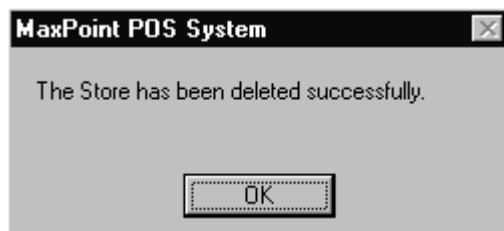
Click on the Return button to Exit this screen. Follow these same procedures for each additional retail store. Click on the Return button from the Store Information screen to Exit this function.

Deleting a retail store:

To delete a retail store, click on the desired store to be deleted and then click on the Delete Store button. A warning box will appear informing the operator that you are about to delete records for store selected.



Select the OK button if you desire to continue, the following window will appear: (Click the cancel button if you do not desire to delete the store.)



**Note: You cannot delete an outlet once an inventory has been created for that outlet.*

Adding a bulk storeroom:

There will not be a need to create a Bulk Storeroom #99, because the system has been designed to create #99 by default. This will be done when the system is installed.

**Note: You cannot delete an outlet once an inventory has been created for that outlet.*

Canned Drink Vending Storeroom Setup:

The vending operation will be maintained from a vending machine storeroom. To setup the vending storeroom select the store setup from the Ship's Constants menu.

1. Click on the Add Store button.
2. Enter the number 9800 for Canned Vending Storeroom.
3. Scroll down to the Canned Vending Machine option, and click on this choice.
4. Type in Soda Storeroom, and location.
5. Double click the Opening Date for calendar pop-up. Enter the opening date.
6. Save Changes.
7. Click on the Return Button.

Snack Vending Storeroom Setup:

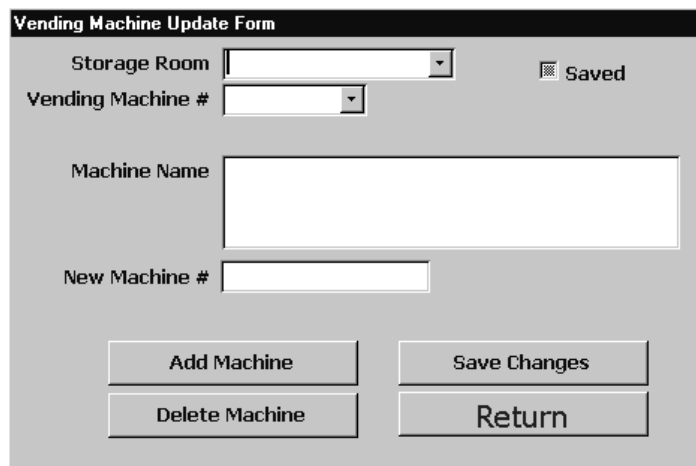
The vending operation will be maintained from a vending machine storeroom. To setup the vending storeroom select the store setup from the Ship's Constants menu.

1. Click on the Add Store button.
2. Enter the number 9700 for Canned Vending Storeroom.
3. Scroll down to the Snack Vending option, and click on this choice.
4. Type in Snack Vending Storeroom, and location.
5. Double click the Opening Date for calendar pop-up. Enter the opening date.
6. Save Changes.
7. Click on the Return Button.

Note: All other Non-EPOS activities will be set up in this same fashion as the snack vending operation with the exception of the name and location of the activity.

Canned Drink Vending Machine Setup:

To add individual vending machines double click on the Vending Machine Setup selection from the Ship's Constants menu. The following screen will appear:



1. Click on the ADD MACHINE button.
2. Storage Room Block- Scroll the down arrow and click on the 9800 selection. Refer to the Figure below:

Vending Machine Update Form

Storage Room: 0

Vending Machine #: 9700, 9800

Machine Name:

New Machine #: 0

Use the drop-down bar to select desired activity.

Buttons: Add Machine, Delete Machine, Save Changes, Return

3. Machine Name- Type the soda machine name. I.E. Soda Machine #9802.
4. New Machine Number- Enter the number of the machine. I.E. machine number 9802. Refer to the following figure:

Vending Machine Update Form

Storage Room: 9800

Vending Machine #: 9800

Machine Name: SODA MACHINE #9802

New Machine #: 9802

Manually enter the appropriate information.

Buttons: Add Machine, Delete Machine, Save Changes, Return

5. Click on SAVE.

***Note:** Always enter the storage room that supplies that particular vending machine. Once you have entered the new machine, you can scroll and select and verify the new machine is there. Refer to the following figure:

Vending Machine Update Form

Storage Room: 9800 ☒ Saved

Vending Machine #: 9801
9802

Machine Name: SODA MACHINE #9802

New Machine #: 9802

Buttons: Add Machine, Save Changes, Delete Machine, Return

Snack Vending Machine Setup:

Click on the Vending Machine Setup from the Ship's Constants Menu. The following screen will appear:

Vending Machine Update Form

Storage Room: ☒ Saved

Vending Machine #:

Machine Name:

New Machine #:

Buttons: Add Machine, Save Changes, Delete Machine, Return

Vending Machine Update Form.

1. Click on Add Machine.
2. Storage Room- Scroll the down arrow and click on the 9700 choice. Refer to the following figure:

Vending Machine Update Form

Storage Room: 9700 ☐ Saved

Vending Machine #:
 9700
 9800

Machine Name:

New Machine #:

Buttons: Add Machine, Save Changes, Delete Machine, Return

3. Machine Name- Enter the name of the vending machine. I.E. Candy Machine #9701.
4. New Machine- Enter the appropriate machine number. I.E. 9701. Refer to the following figure:

Vending Machine Update Form

Storage Room: 9700 ☐ Saved

Vending Machine #:

Machine Name: CANDY MACHINE #9701

New Machine #:

Buttons: Add Machine, Save Changes, Delete Machine, Return

5. Save Changes. Refer to the following figure:

Vending Machine Update Form

Storage Room: 9700 ☒ Saved

Vending Machine #:

 9701

Machine Name: CANDY MACHINE #9701

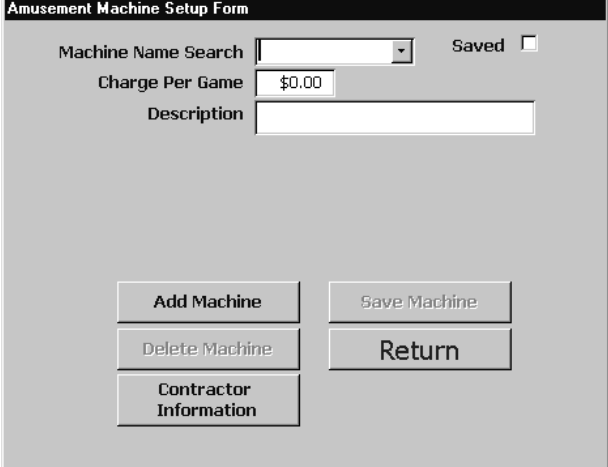
New Machine #:

Buttons: Add Machine, Save Changes, Delete Machine, Return

***Note: Always enter the storage room that supplies that particular vending machine.**
Once you have entered the new machine, you can scroll and select and verify the new machine is there. Refer to the following figure:

Amusement Machine Setup:

Select the Amusement Machine Setup from the Ship's Constants menu. The following screen will appear:

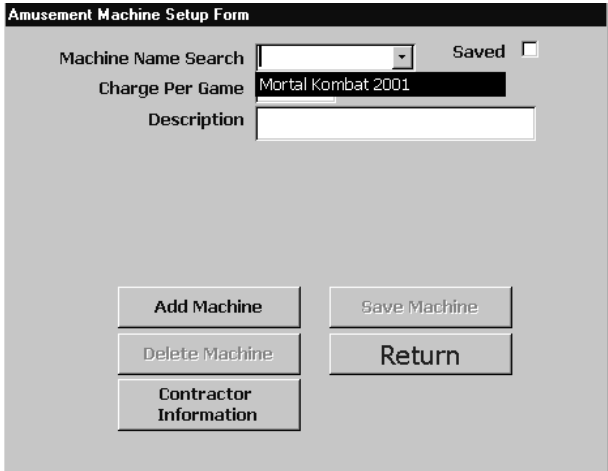


The screenshot shows the 'Amusement Machine Setup Form' window. It contains the following fields and controls:

- Machine Name Search:** A dropdown menu.
- Charge Per Game:** A text input field containing '\$0.00'.
- Description:** A text input field.
- Saved:** A checkbox.
- Buttons:** A grid of buttons including 'Add Machine', 'Delete Machine', 'Contractor Information', 'Save Machine', and 'Return'.

Amusement Machine Setup.

1. Click on the Add Machine button.
2. Charge Per Game- Enter the Charge Per Game. I.E. .50.
3. Description- Enter the name of the machine. I.E. Mortal Kombat 2001.
4. Click on the Save Machine button. Refer to the following Figure:

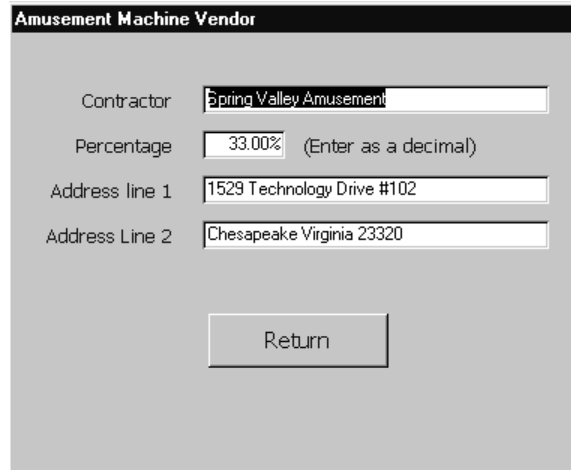


The screenshot shows the 'Amusement Machine Setup Form' window after being filled out. The changes are:

- Machine Name Search:** The dropdown menu is now populated with 'Mortal Kombat 2001'.
- Charge Per Game:** The text input field is empty.
- Description:** The text input field is empty.
- Saved:** The checkbox remains unchecked.
- Buttons:** The same set of buttons as in the previous screenshot is present.

Properly Filled Out Amusement Machine Screen.

Contractor Information: Click on this button to enter information about the vendor. Refer to the following figure:



The screenshot shows a web form titled "Amusement Machine Vendor". It contains the following fields and a button:

- Contractor:** A text input field containing "Spring Valley Amusement".
- Percentage:** A text input field containing "33.00%", followed by the instruction "(Enter as a decimal)".
- Address line 1:** A text input field containing "1529 Technology Drive #102".
- Address Line 2:** A text input field containing "Chesapeake Virginia 23320".
- Return:** A button located at the bottom center of the form.

Deleting an Amusement Machine:

If you desire to delete an Amusement Machine, from the Ship's Constants Menu select the amusement setup choice.

1. Select the desired machine from the drop-down list.
2. Click on the delete machine button.
3. A message will appear informing the operator that you are about to delete the amusement machine.
4. Click the OK button if you wish to continue, cancel if not.
5. Click the Return button to Exit this function.

Assigning Expenditure Numbers:

The next step is to setup the Expenditure numbers that your operation will be operating under. From the Ship's Constants menu select the Locally Assigned Expenditures # choice.

When the ROM II system is initially installed, the setup of Expenditure numbers from the last used number is necessary. Refer to the following Figure:

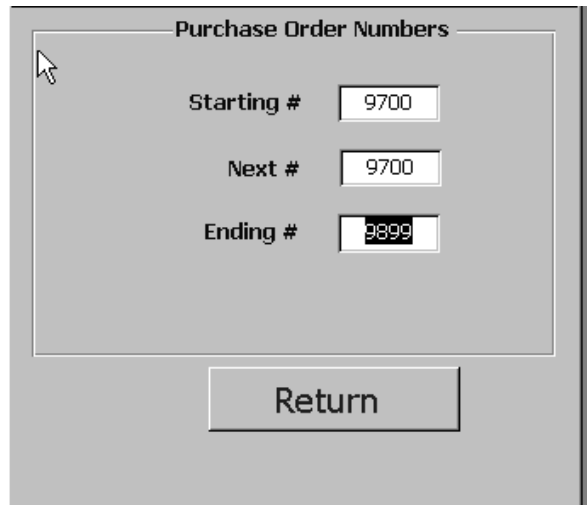
The screenshot shows a window titled "Expenditure Number". Inside the window, there is a section titled "Expenditure Numbers". This section contains three input fields: "Starting #" with the value "7900", "Next #" with the value "7900", and "Ending #" with the value "7999". Below these fields is a "Return" button.

Locally Assigned Expenditure # screen.

The beginning Expenditure number will be placed in the Starting # block. For example, if the numbers 7900-7999 were assigned then you would enter 7900 as the starting number. The first number issued would be 7900. The ending number will be placed in the Ending # block. As for the next number, this number will be the next available number. For example, the last number that was assigned was 7975, so the next available number would be 7976. This number would be entered in the Next # block. The next number that the system will assign will be 7976. Ensure that you save the changes by clicking on the Return button.

Assigning Purchase Order Numbers:

The next step is to setup the Purchase Order Numbers. From the Ship's Constants Menu select the Locally Assigned Order # choice. The following screen will appear:

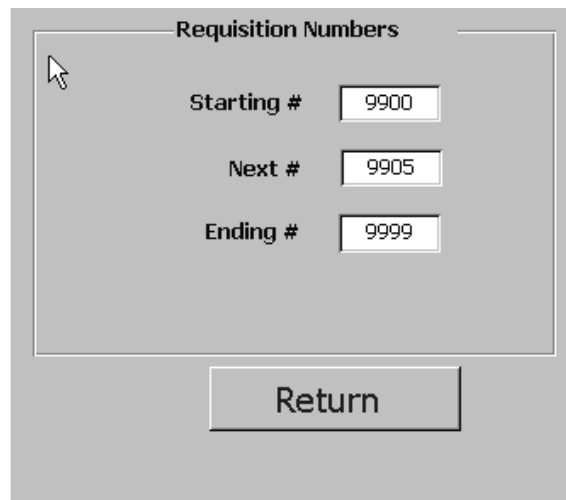
A screenshot of a computer screen titled "Purchase Order Numbers". It features three input fields: "Starting #" with the value "9700", "Next #" with the value "9700", and "Ending #" with the value "9899". A mouse cursor is positioned near the top left of the input area. Below the fields is a "Return" button.

Purchase Order Number Setup screen.

Enter 9700 in the Starting # block and 9899 in the Ending # block. Enter the next available purchase order number in the Current # block. For example, 9700 is the next available Purchase Order Number assigned, then 9700 will be the next number that is assigned. Click on the Return button.

Assigning Requisition Numbers:

The next step is to setup the Requisition Numbers. From the Ship's Constants menu, select the Locally Assigned Requisition #. The following screen will appear:

A screenshot of a computer screen titled "Requisition Numbers". It features three input fields: "Starting #" with the value "9900", "Next #" with the value "9905", and "Ending #" with the value "9999". A mouse cursor is positioned near the top left of the input area. Below the fields is a "Return" button.

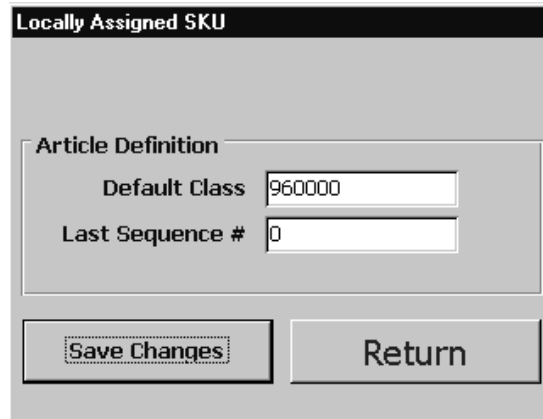
Requisition Number setup screen.

Enter 9900 in the Starting # block and 9999 in the Ending # block. Use the next available Requisition Number and enter that number in the Current # field. For example, if 9904 was the

last Requisition that was used then enter 9905 in this field. The next number to be assigned will be 9905.

Locally Assigned SKU's:

A SKU (Store Kept Unit) is a ten-digit number assigned to a particular item. The same number that was being used on the stock record cards of the past, are being used as SKU's without the tack between sixth and seventh digits. Refer to the following Figure:



The screenshot shows a software window titled "Locally Assigned SKU". Inside the window, there is a section labeled "Article Definition". This section contains two input fields: "Default Class" which has the value "960000" entered, and "Last Sequence #" which has the value "0" entered. Below these input fields, there are two buttons: "Save Changes" and "Return".

Locally Assigned SKU setup.

Enter the Default class 960000. Enter the Last Sequence Number 0000. Click on the Save Changes button.

Department Markup By %:

This function allows you to change a markup percentage for an entire department, or to update all items within that department to the existing markup percentage. Enter the appropriate "New Markup Percentage" and click the button update retail price for all articles. All retail prices on stock records in that department will be adjusted automatically. In most cases there should not be a need to make any changes, however at some point in the future it may be necessary to make a modification. From the Ship's Constants Main menu select this choice. The following screen will appear:

The screenshot shows a window titled "Department Markup". It contains two input fields: "Department" with a dropdown arrow and "Markup" which is empty. Below these fields are two buttons: "Update Retail Price For All Articles" on the left and "Return" on the right.

Department Markup by % screen.

1. Scroll the down arrow in the Department field.
2. Select the desired department that you wish to view.
3. Click the Markup field and make any changes that are required. Refer to the following figure:

This screenshot shows the "Department Markup" window with the fields populated. The "Department" dropdown is set to "A1", and the text field next to it contains "Confections, Cookies, Crackers, Snack Prod". The "Markup" field contains "15.00%". The "Update Retail Price For All Articles" and "Return" buttons remain at the bottom.

Properly filled out screen.

Once you made all the necessary changes, then click the Update Retail Price for All Articles button. By doing this you will be updating the retail prices based on the Markup changes you incorporated. When finished click the Return button to return to Ship's Constants Main Menu.

Locally Assigned Breakout Number:

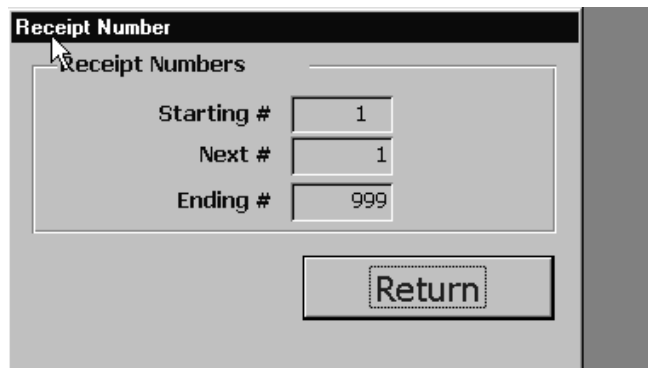
The Locally Assigned Breakout Number field is created at migration. All Breakout Numbers begin with 1 at the beginning of each accounting period. The Next field indicates your next available breakout number. **The user cannot modify this screen!**

The screenshot shows a window titled "Breakout Number". Inside, there is a section labeled "Breakout Definition" which contains three fields: "Starting #" with the value "1", "Next #" with the value "1", and "Ending #" with the value "999". A "Return" button is located at the bottom right of the window.

Breakout number setup.

Locally Assigned Receipt Numbers:

The Locally Assigned Receipt Number field is created at migration. Currently all starting numbers begin with 1 by default and end with 999. The Next field indicates your next available receipt number. **The user cannot modify this screen!**



The 'Receipt Number' screen displays receipt number settings. It includes a title bar 'Receipt Number', a sub-header 'Receipt Numbers', and three input fields: 'Starting #' with value '1', 'Next #' with value '1', and 'Ending #' with value '999'. A 'Return' button is located at the bottom right.

Cash Register Setup:

The Cash Register Setup option is where the registers for your outlets are established. Click on this option and the following screen will appear:



The 'Register Setup' screen features a title bar 'Register Setup', two dropdown menus for 'Store No' and 'Register No', and four buttons: 'Add New Register', 'Save Register', 'Delete Register', and 'Return'.

Adding a New Register:

1. Click on the Add New Register button.
2. Scroll the Store Number field and select the appropriate store.

3. Enter the New Register Number in the Register Number field. Note that if establishing a register for store number one, the register will be 1001. If there is a second register to be created it will be 1002 and so on. For store two, the first register will be 2001 and a second would be 2002.
4. Click on the Save Register to save changes.
5. Click on the Return button to return to the previous screen.

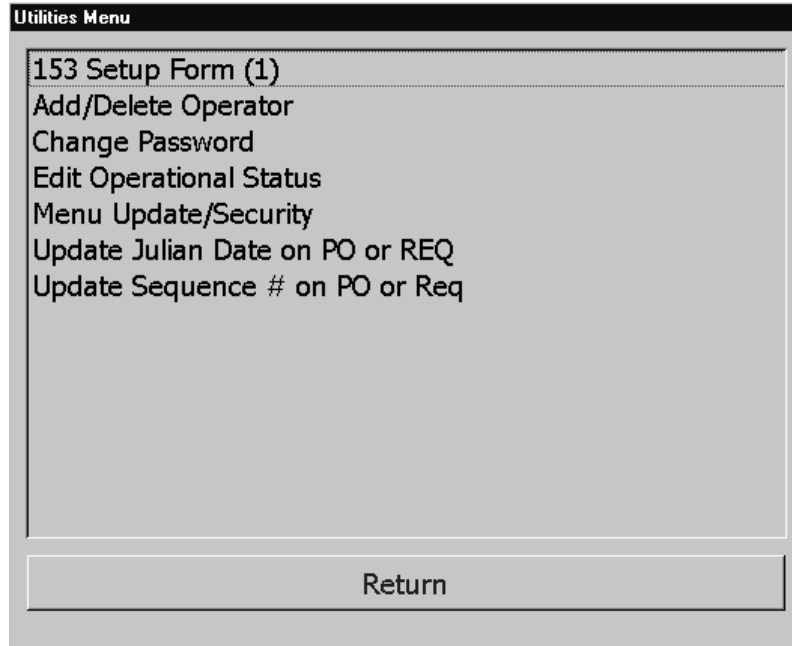
Deleting a Register:

1. Scroll the Store Number field and select the appropriate store.
2. Scroll the Register Number field and select the appropriate register.
3. Click on the Delete Register button and the register is now deleted.

Utilities:

This function lets you perform various ROM II data-management tasks, maintain passwords and menu access for users of the system. You can also access various functions that are designed for one-time use (All of your Open Forms are used to initiate Purchase, Requisitions, and Expenditure numbers during implementation.). Each of these utilities is described in this section.

To access the Utilities function, double-click this selection and the following screen will appear:

A screenshot of a computer screen titled "Utilities Menu". The screen has a light gray background with a black title bar. Inside the window, there is a list of menu items: "153 Setup Form (1)", "Add/Delete Operator", "Change Password", "Edit Operational Status", "Menu Update/Security", "Update Julian Date on PO or REQ", and "Update Sequence # on PO or Req". At the bottom of the window, there is a button labeled "Return".

Utilities Menu
153 Setup Form (1)
Add/Delete Operator
Change Password
Edit Operational Status
Menu Update/Security
Update Julian Date on PO or REQ
Update Sequence # on PO or Req
Return

Menu Update/Security:

This function lets you control access to menus within the ROM II system. This is done by establishing security levels for each menu and category within the system, and by proper setting of those security levels for individual users. Various options are established throughout this area, however, these would have been established prior to implementation and are **not** to be deviated by anyone who is not a ROM II technician. To access this function, double-click this selection, and the following screen will appear:

Menu Update/Security Form

Menu Search

Screen	Security Level
153	1
153 B01/B05 Journal of Recei	1
153 B10 Issues to Use	1
153 B12 Bulk Sales / Cash Re	1
153 B14 Gain/Loss by Invento	1
153 B15 Surveys to NWCF	1
153 B19 Transfers to OSO	1
153 B21 Cost of Retail Sales	1

Return

Menu Update/Create screen

Security Modification:

As previously mentioned the ROM II system allows access to the various menus and options through security codes. If the operator has not been given the necessary code he/she will not be able to access that particular area. At the right side of the screen the security level field exists. Each line is assigned a security level from 1-6. (These security levels will be established prior to fleet implementation.) The number 1 is the highest security level and will access everything throughout the system. The higher the number the less access the operator has. By scrolling each block in the security level field, the numbers can be modified.

Add/Delete Operator:

To add a new operator or delete an existing operator. Click on this selection the Add/Delete Operator screen will appear:

Add/ Delete Operator

From this screen, you can do the following:

- Add a new user to the ROM II system.
- Delete an existing user from the ROM II system.

Adding an Operator:

To add a new operator, complete the following:

1. Click on the **OPERATOR ID** button. Enter a unique identification number for each ROM II user. (A suggestion is to use the last four digits of operator's social security number.) TAB to the next field.
2. Type the user's first name. TAB to the next field.
3. Type the user's last name. TAB to the next field.
4. Use the drop-down arrow in the Security Level field to locate and select the appropriate security level for this user. Note that the security number assigned to the new operator must reflect the access required performing their job. Refer to the following chart:

<u>Security #</u>	<u>Job Description</u>
1.	Sales Officer
2.	LCPO/LPO
3.	Records Keeper

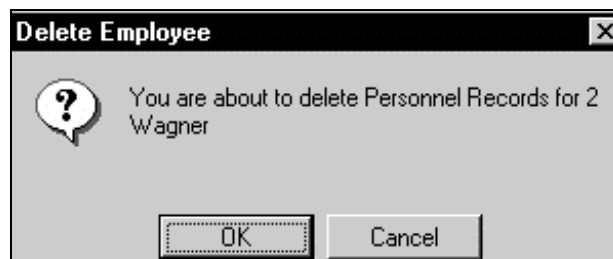
4. Cash Collection Agent
5. Retail Supervisor
6. Cashier

5. Click on the **Save Changes** button.
6. To create a new password for the operator. Refer to the Password section.

Deleting an Operator:

Use the Operator Search drop-down arrow to select the user from the list of ROM II users. Notice that the Personal Information box will be populated with this person's name and user number. Now, do the following:

1. Click on the **Delete Operator** button. The following warning box will appear:



Delete Employee Message Box

2. Click on **OK**. The user is deleted from the ROM II system and will no longer appear on the list of users. You are returned to the Add/Delete Operator screen. Note that once the operator has been deleted you do not have to delete the password.

Create/Change Password:

This function lets you create or change passwords for users of the ROM II system. To change a password, click on this selection and the following screen will appear:

1. Enter the Logon ID into the Employee field. There are two ways to do this.
 - Type the Logon ID (if you know it), or
 - Use the drop-down arrow and select it from the list of Logon IDs. (ALT + down arrow ↓ will open the drop-down list.)
2. Enter the new seven-character password and press the TAB key to move to the Retype Password field. Note that when entering the password asterisks will be displayed vice the actual letters or numbers. Refer to the following picture:

WARNING: The new password must be seven characters in length and not currently in use or ROM II will reject it.

3. Enter the new password again (this is for comparison) and press the TAB key to move to the Confirm Changes button. If you mistype either of these passwords, you will receive the following message:



Invalid Password Message

4. Once you have entered matching new passwords, press the ENTER button. You will receive a message stating "Password updated successfully."
5. Position the cursor on **OK** and press the ENTER button. You are now returned to the previous screen.

153 Setup Form:

When you migrate from a previous version of the ROM system to this (ROM II) version, an opening inventory dollar value must be carried over. A funds brought forward dollar value must be carried forward as well as any beginning loan balances you may have.

This function allows you to carry forward these values. To access this function, click on this selection and the following screen will appear:

A screenshot of the "153 Setup Form (1 time use)" screen. The form has a grey background and a black border. It contains three input fields with labels to their left: "Opening Inventory", "Funds Brought Forward", and "Beginning Loan Balance". The values entered in these fields are "\$65,838.98", "\$37,809.22", and "\$0.00" respectively. Below the input fields, there are three lines of text: "Enter the opening Inventory", "Enter any Funds brought forward", and "Enter any beginning Loan Balance". At the bottom of the form, there are two buttons: "Save" and "Return".

To add an opening inventory to the ROM II system, do the following:

1. Enter the opening inventory dollar amount into the Opening Inventory field.
2. Advance to the Funds Brought Forward and enter the dollar amount.

3. Advance to the Beginning Loan Balance and enter the dollar amount. If there is no current loan balance leave blank.
4. Click on the Save button.
5. Click on the **Return** button to return to the previous menu.

Edit Operational Status:

The Operational Status allows the operator to make corrections to the ship's statuses that were erroneously made. Click this option and the following screen will appear:

Select a Date to Modify:		
1/1/97	IN PORT	LOCAL
1/2/97	IN PORT	LOCAL
1/3/97	IN PORT	LOCAL
1/4/97	IN PORT	LOCAL
1/5/97	IN PORT	LOCAL
1/6/97	IN PORT	LOCAL
1/7/97	IN PORT	LOCAL
1/8/97	IN PORT	LOCAL
1/9/97	IN PORT	LOCAL
1/10/97	IN PORT	LOCAL
1/11/97	IN PORT	LOCAL

Update To :

Save Changes

Cancel

Return

1. In the left-hand column, highlight the date that you want to make the correction to.
2. Scroll the Update to: field and select the correct choice.
3. Click on the Save Changes button to save changes or click the Cancel button to cancel altogether.
4. Click on the Return button to return to the previous menu.

File Transfer to Shore Sites:

This option is currently unavailable with the current version of software.

Update Julian Date on PO or REQ:

This option allows the operator to make corrections to **Unconfirmed** Purchase Orders and/or Requisitions that have incorrect Julian dates. Click on this selection and the following screen will appear:

The screenshot shows a form titled "Change Order Julian Date Form". It contains two input fields: "Order Number" with the value "V20632-0057-9731" and "New Julian Date" which is empty. Below these fields are two buttons: "Update Julian Date" and "Return". At the bottom of the form, there is a text instruction: "Use Page Up and Page Down keys to navigate records".

- Use the Page Up and the Page Down to locate the Order Number that needs to be modified.
- Once you have located the desired Number, enter the correct Julian date in the New Julian Date field.
- Click on the Update Julian Date button to make the required change.
- Click on the Return button to return to the previous screen.

Update Sequence Number on PO and/or REQ:

This option allows the operator to make corrections to **Unconfirmed** Purchase Orders and/or Requisitions that have incorrect Sequence Numbers. Click on this selection and the following screen will appear:

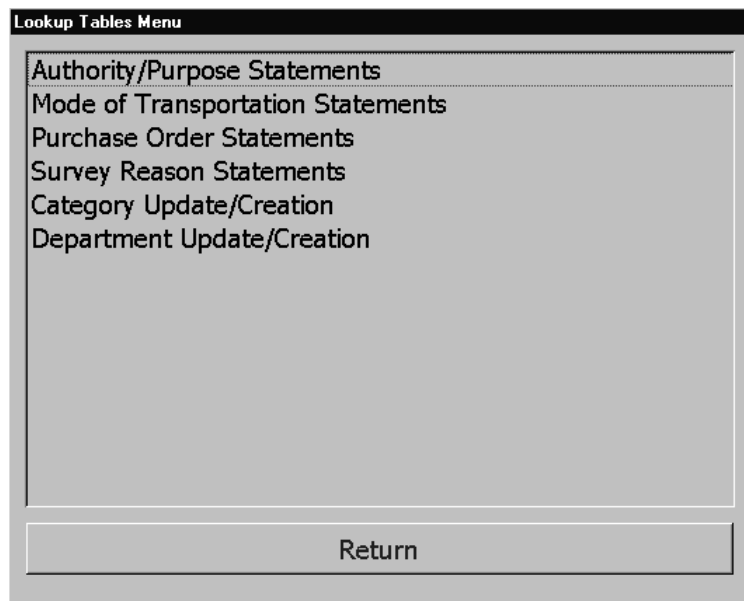
The screenshot shows a form titled "Change Order Sequence Number Form". It contains two input fields: "Order Number" with the value "V20632-0057-9731" and "New Sequence Number" which is empty. Below these fields are two buttons: "Update Sequence Number" and "Return". At the bottom of the form, there is a text instruction: "Use Page Up and Page Down keys to navigate records".

- Use the Page Up and the Page Down to locate the Order Number that needs to be modified.
- Once you have located the desired Number, enter the correct Sequence Number in the New Sequence Number field.
- Click on the Update Sequence Number button to make the required change.
- Click on the Return button to return to the previous screen.

Lookup Tables:

The *Lookup Tables* function provides the operator with the ability to setup and maintain a variety of statements that are required on procurement and expenditure documents, as well as maintain and modify department and categories of ship's store stock. The information that is created in these Look-up Tables appear on each of the above-mentioned documents, therefore, it is necessary that you use caution when adding, deleting, or modifying any of this information. Each of the statements are referenced in the P-487 Instruction.

To access the Lookup Tables function, click on the **Lookup Tables**. The following screen will appear:



Lookup Tables Menu

Authority Purpose Statements:

This table contains data associated with authority purpose statements used throughout the ROM II system. A statement must be created in the Authority Purpose Statements table before it can be selected and used on the appropriate document/s. It is important that this table be as inclusive and thorough as possible.

To access the Authority Purpose Statements function, click on this option. The following screen will appear:

Authority Purpose Statement Update	
ID	Statement
1	NAVSUP PUB 487 par 7200.
2	NAVSUP PUB 487 par 7311.
3	NAVSUP PUB 487 par 7310.
4	NAVSUP PUB 487 par 7600.
5	NAVSUP PUB 487 par 2205.

Add Statement

Save Changes

Return

Authority Purpose Statement Update Screen

Adding a Statement:

To add a new statement to the database, click on the **Add Statement** button. Your cursor will advance to the first available (blank) line on this screen. Enter the number for the first item and tab to the Statement field and enter the appropriate statements. Refer to the following table:

- NAVSUP PUB 487 par 7200.
- NAVSUP PUB 487 par 7311.
- NAVSUP PUB 487 par 7310.
- NAVSUP PUB 487 par 7600.
- NAVSUP PUB 487 par 2205.

When you are finished adding or modifying statements, click on the **Save Changes** button. Note that the statements that are entered must reference the appropriate section in the NAVSUP P-487.

Deleting a Statement:

To delete an entry from this table, click in the column directly to the left of its ID column (There will be an arrow pointing to the right.) and press the DELETE key. A warning message will inform you that you are about to delete a record. Click on **Yes**. The record will be deleted.

Mode of Transportation Statement Update:

This table contains data associated with the modes of transportation that your ship's store system uses. A mode of transportation must be created in this table before it can be selected as one of your Mode of Transportation statements. It is important that this table be as inclusive and thorough as possible.

To access the Mode of Transportation Statement function, click on this selection. The following screen will appear:

ID	Statement
1	Mode of transportation statment
0	

Mode of Transportation Statement Update Screen

Adding a Mode of Transportation Statement:

To add a new mode of transportation to the database, click on the **Add Statement** button. Your cursor will advance to the first available (blank) line on this screen. Enter the next sequential number and the desired transportation statement. When you are finished adding or modifying statements, click on the **Save Changes** button. Note: This field is limited to 39 alpha-numeric characters.

Deleting a Mode of Transportation Statement:

To delete an entry from this table, click in the column directly to the left of its ID column (There will be an arrow pointing to the right.) and press the DELETE key. A warning message will inform you that you are about to delete a record. Click on **Yes**. The record will be deleted.

Purchase Order Statements:

This table contains data associated with statements that your ship's store system uses on Purchase Orders. A statement must be created in this table before it can be selected as one of your Statement choices. These statements can be referenced in the NAVSUP P-487. It is important that this table be as inclusive and thorough as possible.

To access the Statement Maintenance function, click on this selection. The following screen will appear:

Statement Form	
ID Number	Statements
▶	FAST PAY PROCEDURES APPLY. THE SIGNED ORIGINAL OF THIS ORDER MUST ACCOMPANY
	CERTIFICATE OF CONFORMANCE PROCEDURES APPLY.
	FAR 52.222-36 AFFIRMATIVE ACTION FOR HANDICAPPED WORKERS. (APRIL 1984)
	These tobacco products will held as sea stores for issue or consumption outside the three mi
	RETURN FOR CREDIT. Any unsold items may be returned prepaid to the vendor for credit me
	Transportation Charges are authorized and should be added to the invoice as a separate item

Statement Maintenance Screen

Adding a Statement:

To add a new statement to the database, advance your cursor to the first available (blank) line on this screen. Enter the next sequential number and your statement. When you are finished adding your statement, click on the **Save Changes** button.

Note: *Ensure that you use the appropriate statements referenced in the NAVSUP P-487.*

Deleting a Statement:

To delete an entry from this table, click in the column directly to the left of its ID column (There will be an arrow that points to the right.) and press the DELETE key. A warning message will inform you that you are about to delete a record. Click on **Yes**. The record will be deleted.

Survey Reason Statements:

This table contains data associated with survey reason statements that your ship's store system uses. A survey reason statement must be created in this table before it to be selected as a Survey Reason. Note that the appropriate survey reason must be referenced from the NAVSUP P-487. It is important that this table be as inclusive and through as possible.

To access the Survey Reason Statements function, click on this selection. The following screen will appear:

ID	Statement
1	Fire
2	Flood
3	Mark Down To Zero
*	0

Survey Reason Statement Update Screen

Adding a Statement:

To add a new Survey Reason Statement to the database, click on the **Add Statement** button. Your cursor will advance to the first available (blank) line on this screen. Enter the next sequential number and the desired Survey Reason as referenced in the NAVSUP P-487. Once you have entered your Survey Reason, click on the **Save Changes** button.

Deleting a Statement:

To delete an entry from this table, click in the column directly to the left of its ID column (There will be an arrow that points to the right.) and press the DELETE key. A warning message will inform you that you are about to delete a record. Click on **Yes**. The record will be deleted.

Category Update / Creation:

This table contains data associated with the categories of products within your ship's store system. A category must be created in this table before it can be selected as one of your category choices. It is important that this table be as inclusive and thorough as possible.

To access the Categories Update/Creation function, click on this selection. The following screen will appear:

Categories Form		
Category Search	Department Search	
<input type="text"/>	<input type="text" value="B6"/>	
Category Name <input type="text"/>		
Create Category	Edit Category	Save Changes
Delete Category		Return

Category Creation Form

Adding a Category:

To add a new category to the database, complete the following:

1. Click on the **Create Category** button.
2. Enter the new category name into the Category Name field.
3. Use the drop-down arrow in the Department Search field to select the department to which this new category will belong.
4. Click on the **Save Changes** button. The new category will now be available for use throughout the ROM II system.

Editing a Category:

To edit an existing category, do the following:

1. Click on the **Edit Category** button.
2. Make the appropriate change/s. (You can use the drop-down arrow in the Department Search field to reassign this category to another department.)
3. When you are finished, click on the **Save Changes** button. The changes will now be reflected throughout the ROM II system.

Deleting a Category:

To delete an entry from this table, do the following:

1. Use the drop-down arrow in the Category Search field to locate and select the category.
2. Click on the **Delete Category** button. A warning message will inform you that you are about to delete a record.
3. Click on **Yes**. The record will be deleted.

Department Update / Creation:

This table contains data associated with the departments within your ship's store system. A department must be created in this table before it can be used as one of your department choices. It is important that this table be as inclusive and through as possible.

To access the Departments Update/Creation function, click on this selection. The following screen will appear:

ID	Department
A1	Confections, Cookies, Crackers, Snack Products
A2	Smoking Products
A8	Pre-recorded Music
B3	Sports Equipment, Athletic Supplies, Footwear
B6	Consumer Electronics, Appliances, Office Equipment

Department Creation Form

Adding a Department:

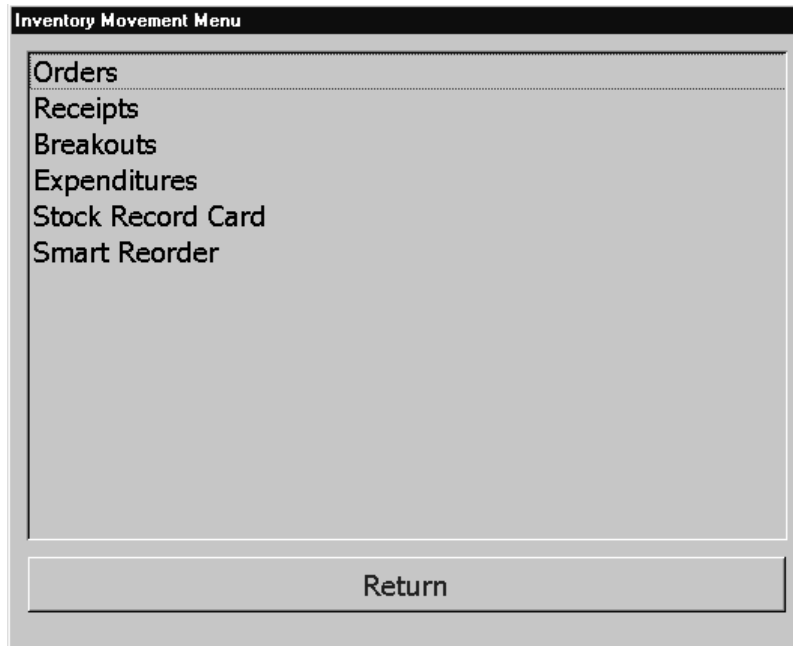
To add a new department to the database, click on the **Add Dept.** button. Your cursor will advance to the first available (blank) line on this screen. Enter the name of your new department. When you are finished adding your new department, click on the **Save Changes** button.

Deleting a Department:

To delete an entry from this table, click in the column directly to the left of its ID column (There will be a arrow pointing to the right.) and press the DELETE key. A warning message will inform you that you are about to delete a record. Click on **Yes**. The record will be deleted.

INVENTORY MOVEMENT

From the Inventory Movement option the operator can conduct various tasks. Stock Record Card maintenance, Receiving stock, Moving stock from one activity to another, Procurement of stock, Expending stock and using sales history utilize the Smart Re-Order function. From the main menu select the Inventory Movement option and the following screen will appear:



The Inventory Movement option has six options each will have its own section dedicated to it.

Stock Record Card:

A stock record card exists for each article in your inventory database. The stock record cards contain SKU numbers, pricing and categorical information. This function lets you create new stock record cards and modify existing ones.

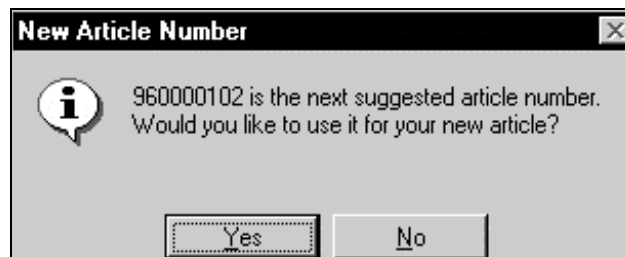
To access this function, double-click on this selection, and the following menu will appear:

Stock Record Card									
Article Search Department <input type="text"/> Category <input type="text"/> Article No <input type="text"/>		Assign UPC's Stock Activity Print Barcodes	New Article Save New Article Edit Article Delete Article Save Changes Return						
Article Definition Article No <input type="text"/> Description <input type="text"/> Vendor Name <input type="text"/> <input type="text"/> Vendor Form		Categorizing Department <input type="text"/> Category <input type="text"/>							
Article Pricing Retail Price <input type="text"/> \$0.00 Dept. Markup % <input type="text"/> Prev Retail Price <input type="text"/> \$0.00 Current Cost <input type="text"/> \$0.0000 Average Cost <input type="text"/> \$0.0000 Last Cost <input type="text"/> \$0.0000		Additional Information "E" if Emblematic <input type="text"/> Min <input type="text"/> 0 Max <input type="text"/> 0 Case Pack Quantity <input type="text"/> 1 Case Pack Sub Quant <input type="text"/> 1 Re-Order Units <input type="text"/> EA Re-Order Level <input type="text"/> Sell Level <input type="text"/> Sell Units <input type="text"/> EA							
<table border="1"> <thead> <tr> <th>Store No</th> <th>Article No</th> <th>Stock Quantity</th> </tr> </thead> <tbody> <tr> <td>9500</td> <td></td> <td>0</td> </tr> </tbody> </table>	Store No	Article No	Stock Quantity	9500		0			
Store No	Article No	Stock Quantity							
9500		0							

Adding a New Article:

To create a stock record for a new article, do the following:

1. Click on the **New Article** button. The system will search for the next available Article number, and the following dialog box will appear:



2. To accept the suggested Article number, click on the **Yes** button. Or click on **No** if you must enter your own Article number. In most cases the items already has a stock number or SKU assigned to it. In these cases enter the assigned number vice using the system generated number.

3. Type in a description of the new article. **Note: THE SYSTEM WILL NOT ALLOW YOU TO ENTER COMMAS.**
4. Use the drop-down arrow in the Department field to locate and select the department to which this article will be assigned.
5. Use the drop-down arrow in the Category field to locate and select the category to which this article will be assigned.
6. Enter "E" if the item is an emblematic item. Leave blank if not.
7. Enter the minimum on hand number in the Min field. This step is optional.
8. Enter the maximum on hand number in the Max field. This step is optional.
9. Enter the case pack quantity in the Case Pack Quantity field. Note for items that have a unit conversion such as sodas and cigarettes, ensure that the case pack is listed a one.
10. Enter the case sub-pack quantity in the Case Sub-Pack Quantity field. Note for items that have a unit conversion such as sodas and cigarettes, ensure that the case pack is listed as the number of selling units that are in the carton or case. I.E. cigarettes come ten to a carton so the sub pack will be listed as ten.
11. Enter the Re-Order Units in the Re-Order Units field. This is how the item is ordered. I.E. Each.
12. The Re-Order level is established via the Smart Re-Order function.
13. The Sell level is established via the Smart Re-Order function.
14. Enter the Sell Units in the Sell Units field. This is how the item is sold. I.E. each, pack etc.
15. Enter the Cost Price in the Cost Price field.
16. Enter the Retail Price in the Retail Price field or let the system do it for you. Refer to the following figure:

Stock Record Card																														
Article Search Department <input type="text"/> Category <input type="text"/> Article No <input type="text"/>		Assign UPC's	New Article																											
		Stock Activity	Save New Article																											
		Print Barcodes	Cancel																											
Article Definition Article No <input type="text" value="3041600043"/> Description <input type="text" value="Teddy Bear with ships crest"/>		Categorizing Department <input type="text" value="Hobby Items, Game"/> Category <input type="text" value="(C6) STUFFED ANIM"/>																												
Vendor Name <input type="text"/>		Additional Information "E" if Emblematic <input type="text" value="E"/> Min <input type="text" value="0"/> Max <input type="text" value="0"/> Case Pack Quantity <input type="text" value="1"/> Case Pack Sub Quant <input type="text" value="1"/> Re-Order Units <input type="text" value="EA"/> Re-Order Level <input type="text"/> Sell Level <input type="text"/> Sell Units <input type="text" value="EA"/>																												
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Stock Record Card			
Article Search Department <input type="text"/> Category <input type="text"/> Article No <input type="text"/>		Assign UPC's	New Article
		Stock Activity	Save New Article
		Print Barcodes	Cancel
Article Definition Article No <input type="text" value="3041600043"/> Description <input type="text" value="Teddy Bear with ships crest"/>		Categorizing Department <input type="text" value="Hobby Items, Game"/> Category <input type="text" value="(C6) STUFFED ANIM"/>	
Vendor Name <input type="text" value="Dummy Vendor"/>		Additional Information "E" if Emblematic <input type="text" value="E"/> Min <input type="text" value="0"/> Max <input type="text" value="0"/> Case Pack Quantity <input type="text" value="1"/> Case Pack Sub Quant <input type="text" value="1"/> Re-Order Units <input type="text" value="EA"/> Re-Order Level <input type="text"/> Sell Level <input type="text"/> Sell Units <input type="text" value="EA"/>	
Article Pricing Retail Price <input type="text" value="\$14.05"/> Dept. Markup % <input type="text" value="15.00%"/> Prev Retail Price <input type="text" value="\$0.00"/> Last Cost <input type="text" value="\$0.0000"/>		<div> <div>Please select the appropriate contract number for this article.</div> <div> <input type="text"/> </div> <div>Continue</div> </div>	
Store No	Article No	Stock Quantity	

Please select the appropriate contract number for this article.

UNASSIGNED

UNASSIGNED

Continue

Stock Record Card

Article Search

Department

Category

Article No

Assign UPC's

Stock Activity

Print Barcodes

New Article

Save New Article

Cancel

Edit Article

Delete Article

Save Changes

Return

Article Definition

Article No Description

Vendor Name

Vendor Form

Article Pricing

Retail Price Current Cost

Dept. Markup % Average Cost

Prev Retail Price Last Cost

Store No	Article No	Stock Quantity

Categorizing

Department

Category

Additional Information

"E" if Emblematic

Min

Max

Case Pack Quantity

Case Pack Sub Quant

Re-Order Units

Re-Order Level

Sell Level

Sell Units

18. When you are finished, click on the **Save New Article** button. The system will display a message block requesting if you want to add the new article to a non-confirmed inventory count sheet. Click NO is Recommended.

Stock Record Card

Article Search Department: <input type="text"/> Category: <input type="text"/> Article No: <input type="text" value="3041600043"/>		Assign UPC's Stock Activity Print Barcodes	New Article Save New Article Cancel	Edit Article Delete Article	Save Changes Return
--	--	---	--	--	--------------------------------------

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Store No	Article No	Stock Quantity														
99	3041600043	0														
1	3041600043	0														
9700	3041600043	0														
9800	3041600043	0														

19. Click on the Return button to return to previous screen.

Deleting an Article

To delete a stock record for an existing article, do the following:

Hint: There should not be any significant reason to delete a stock record card, however use caution if you do. Stock record cards with a balance can not be deleted.

1. Use the drop-down arrow in the Department field to locate and select the department to which the article is assigned.
2. Use the drop-down arrow in the Category field to locate and select the category to which the article is assigned.
3. Use the drop-down arrow in the Article Number field to locate and select the item that you wish to delete.
4. Click on the **Delete Article** button. The following dialog box will appear:

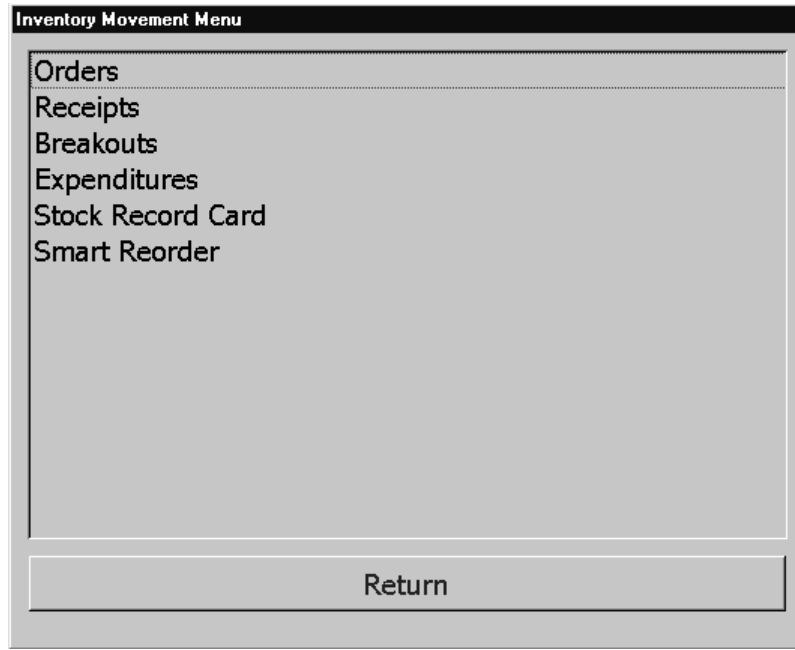


Delete Article dialog box

5. Either click on **OK** to delete the item or click on **Cancel**. If you click on OK, the article is deleted from the inventory database.
6. Click on the Return button.

INVENTORY MOVEMENT

From the Inventory Movement option the operator can conduct various tasks. Stock Record Card maintenance, Receiving stock, Moving stock from one activity to another, Procurement of stock, Expending stock and using sales history utilize the Smart Re-Order function. From the main menu select the Inventory Movement option and the following screen will appear:

A screenshot of a computer screen titled "Inventory Movement Menu". The screen has a dark header bar with the title in white. Below the header, there is a list of menu options: "Orders", "Receipts", "Breakouts", "Expenditures", "Stock Record Card", and "Smart Reorder". These options are listed vertically on the left side of the screen. At the bottom of the screen, there is a button labeled "Return".

The Inventory Movement option has six options each will have its own section dedicated to it.

Orders:

This function allows you to create, view, edit, print and account for various kinds of orders or requisitions, including:

- Purchase orders
- OSO Requisitions
- Other appropriations

From the Orders option, the operator has various other options to choose from. These choices include creating, viewing and modifying various procurement documents.

Orders Menu

- Create Purchase Orders (ASL/ACB)
- View/Print/Edit Purchase Orders (ASL/ACB)
- All Other Purchase Orders
- Create Requisitions OSO
- View/Print/Edit Requisitions OSO
- Create Requisitions Other Appropriations
- View/Print/Edit Requisitions Other Appropriations
- Cancel Order Form

Return

Orders Main Menu

Create Purchase Orders (ASL/ACB):

This function allows you to create purchase orders. To access this function, double-click this option and the following screen will appear:

Order Report

Dept.	Category	SKU#	Description	Contract Number	Stock	Order Qty.	Order Unit	Selling Qty.	Selling Unit	Article Cost	Order

Update ASL/ACB Select All Create PD Return

Delete Current De-Select All Stock Record

Purchase Order ordering screen

From this screen the operator can select items to be ordered from a commercial vendor.

To create a purchase order, you must first select the items that you want to order, and then create the purchase order. Complete the following steps:

1. Click on the drop-down arrow in the Dept. field and select the type of item or if you know what the SKU# is just enter it in the SKU# field.

Order Report

Dept.	Category	SKU#	Description	Contract Number	Stock	Order Qty.	Order Unit	Selling Qty.	Selling Unit	Article Cost	Order
A1	Confections, Cookies, Cracker										
A2	Smoking Products										
A8	Pre-recorded Music										
B3	Sports Equipment, Athletic Sup										
B6	Consumer Electronics, Applian										
B8	Mugs and Ashtrays, Flowers,										
C1	Wallets, Luggage, Leather Go										
C2	Stationery Supplies, Books										

You can use the drop down boxes to scroll and select the department for the item. If you know what the SKU number is for the item it is faster to simply enter it in the SKU# field.

2. Click on the drop-down arrow in the Category field and select the category of the item. If you know what the SKU number is enter it in the SKU# field.

Order Report

Dept.	Category	SKU#	Description	Contract Number	Stock	Order Qty.	Order Unit	Selling Qty.	Selling Unit	Article Cost	Order
A1	(A1) CANDY				0	0					
*	(A1) CHIP										
	(A1) COOKIE										
	(A1) COUGH DF										
	(A1) CRACKER										
	(A1) DIP										
	(A1) GUM										
	(A1) NUTS										

Scroll and select the desired category for the item. Once again note that if you know what the SKU number is you can just enter it in the SKU# field. This will speed up the ordering process.

3. Click on the drop-down arrow in the SKU # field and select the specific item or you can just enter the SKU in the field.

Order Report

Dept.	Category	SKU#	Description	Contract Number	Stock	Order Qty.	Order Unit	Selling Qty.	Selling Unit	Article Cost	Order
A1	(A1) CANDY				0	0					
*											
		ARTICLE	DESCR							CONTR. NBR	
		0500000191	(A1) CANDY LEAF 1.4 OZ HEALTH ORIGINAL							N00189-97-D-0099	
		0500000195	(A1) CANDY HERSHEY FOODS CORPORATION 5.3 OZ KISSES							N00189-97-D-0099	
		0500000195	KISSES							N00189-97-D-0099	
		0500000196	(A1) CANDY HERSHEY FOODS CORPORATION MILK CHOCOLATE							N00189-97-D-0099	
		0500000198	(A1) CANDY HERSHEY FOODS CORPORATION MILK CHOCOLATE W/ALMOND							N00189-97-D-0099	
		0500000200	(A1) CANDY HERSHEY FOODS CORPORATION MR GOODBAR							N00189-97-D-0099	
		0500000202	(A1) CANDY HERSHEY FOODS CORPORATION KRACKEL							N00189-97-D-0099	

Scroll and select the SKU or manually enter the SKU number.

- Once you do this, the description, contract number, stock level on hand and the cost of the item will be populated by default. Refer to the following figure:

Order Report

Dept.	Category	SKU#	Description	Contract Number	Stock	Order Qty.	Order Unit	Selling Qty.	Selling Unit	Article Cost	Order
A1	(A1) CANDY	0500000393	(A1) CANDY M&M/MAR	N00189-99-D-0061	0	0	EA			\$0.3300	
*											

Description of the item.

Contract or SSAC for the item based off of the ASL/ACB

Current quantity on hand in BULK

Current cost price based off of ASL/ACB

- Click on the Order Amount field and enter the quantity that you want to order.

Hint: This block is automatically populated with a zero, highlight the zero with your mouse and enter the quantity that you desire to order. Always ensure that you review your quantities prior to executing create purchase order option.

Order Report

Dept.	Category	SKU#	Description	Contract Number	Stock	Order Qty.	Order Unit	Selling Qty.	Selling Unit	Article Cost	Order
A1	(A1) CANDY	0500000393	(A1) CANDY M&M/MAR	N00189-99-D-0061	0	330	EA			\$0.3300	
*											

The amount of 330 was ordered.

After you have entered the quantity that you want to order and press the Enter button the system will automatically determine the case pack validity. If the case pack is correct based off of ASL/ACB the system will allow you to continue with the next item. If the case pack differs from ASL/ACB you will get the following message:

Order Report

Dept.	Category	SKU#	Description	Contract Number	Stock	Order Qty.	Order Unit	Selling Qty.	Selling Unit	Article Cost	Order
A1	(A1) CANDY	0500000393	(A1) CANDY M&M/MAR	N00189-99-D-0061	0	330	EA			\$0.3300	
*											

Case Pack

The amount entered is not a valid Case Pack amount. Would you like the system to determine the closest casepack amounts?

Yes No

Click on the Yes button if you want the system to generate the closest case pack quantity.

Click on the No button if you want to keep the quantities that you entered.

If you let the system to determine the case pack it will place the new quantity in the field by default. Refer to the following figure:

Order Report

Dept.	Category	SKU#	Description	Contract Number	Stock	Order Qty.	Order Unit	Selling Qty.	Selling Unit	Article Cost	Order
A1	(A1) CANDY	0500000393	(A1) CANDY M&M/MAR	N00189-99-D-0061	0	384	EA			\$0.3300	

System automatically enters the new quantity once prompted to do so.

The article cost field is populated by default. This information is based on ASL/ ACB information

6. Continue this process until you have selected all items that you wish to order.
 - Activate the Order check box (at the far-right side of the line) to indicate that this item is to be placed onto the purchase order. **OR**
 - Click on the **Select All** button. This flags all of the items for inclusion.
7. Once you have selected all of the items that you need to order (ensure that you have activated the appropriate Order check boxes), click on the **Create PO** button.

ROM II will scan your purchasing worksheet and determine how many purchase orders are required for this order. A message box similar to the following will appear:

Order Report

Dept.	Category	SKU#	Description	Contract Number	Stock	Order Qty.	Order Unit	Selling Qty.	Selling Unit	Article Cost	Order
A1	(A1) CANDY	0500000393	(A1) CANDY M&M/MAR	N00189-99-D-0061	0	384	EA	384	EA	\$0.3300	<input checked="" type="checkbox"/>

This will create one purchase order for the item ordered. If there were several items with multiple purchase orders then the system would calculate based off of contracts and SSAC listings.

Create Purchase Orders

? The current selected items will Create 1 Purchase Orders. Do You Wish To Continue

Click yes to continue. Click no to return and correct any discrepancies.

Once you have clicked on the create PO button the system will automatically color the Selling Qty and Selling Unit field yellow. This is what you have ordered and indicates any conversion issues.

Hint: ROM will automatically determine how many Purchase Order Numbers to create based on what you order. Order what you need and let ROM worry about creating the Purchase Orders Numbers.

8. Click on **Yes** to create the purchase orders. The Purchase Order Creation Status screen will appear.

Purchase Order Creation Status		
Purchase Order#	Contract #	Vendor ID
24000-0314-9708	N00189-99-D-0061	99-D-0061
<p>The next available PO was generated. Double click on this PO and the system will shortcut you to the View/ Edit/ Print Purchase Order option.</p>		
Status		Finished
Return		

Purchase Order Creation Status Screen

This screen displays the newly created purchase order number(s).

Hint: Click on any of the newly created Purchase Order numbers and you will go directly to the Orders Updating and Management screen. From this screen you can edit, confirm or delete a non-confirmed order. You can also access purchase orders from the View Edit Print Purchase Orders ASL/ACB option. Refer to page 57.

HOW TO MAKE CORRECTIONS TO THE ORDER REPORT FORM PRIOR TO CREATING THE PURCHASE ORDER:

At times the contract number, cost price or unit of issue that is extracted from the ASL/ACB may be incorrect. These errors can be corrected by utilizing the Update ASL/ACB button. The following are some common examples:

From the Order Report Screen enter the items intended to order. For our example we will be ordering the following items from Eurpac Warehouse Sales Inc. Contract Number N00189-99-D-0065.

1.	0111204170	PEN MSP-21 BIC	12	. 47
2.	1100000285	TOOTHPASE COLGATE REG	48	1.64
3.	1100000932	DEOD. AP FRESH SCENT	48	1.59
4.	1100000978	DEOD. SPEED STICK REG	48	1.59
5.	1100000997	DEOD. AP SPORT TALC	48	1.59

6.	1100005262	DEOD. SPEED STK CLEAR OCEAN	48	1.59
7.	5500001920	UNDERWEAR XLG FRUIT LOOM	36	4.98
8.	5500001919	UNDERWEAR LG FRUIT LOOM	36	4.98
9.	8700003388	WATER GRAYSON	50	6.00

Order Report											
Dept.	Category	SKU#	Description	Contract Number	Stock	Order Qty.	Order Unit	Selling Qty.	Selling Unit	Article Cost	Order
C2	(C2) PEN	0111204170	(C2) PEN MSP-21 BIC C	N00189-99-D-0065	0	12	PK			\$0.4300	
D1	(D1) TOOTHPA	1100000285	(D1) TOOTHPASTE COI	N00189-99-D-0065	0	48	EA			\$1.6400	
D1	(D1) DEODORA	1100000932	(D1) DEODORANT COL	N00189-99-D-0065	0	48	EA			\$1.5900	
D1	(D1) DEODORA	1100000978	(D1) DEODORANT COL	N00189-99-D-0065	0	48	EA			\$1.5900	
D1	(D1) DEODORA	1100000997	(D1) DEODORANT COL	N00189-99-D-0065	0	48	EA			\$1.5900	
D1	(D1) DEODORA	1100005262	(D1) DEODORANT COL	N00189-99-D-0065	0	48	CS	576	EA	\$1.5900	
E2	(E2) UNDERWE	5500001920	(E2) UNDERWEAR BVD	N00189-99-D-0065	0	36	PK			\$4.9800	
E2	(E2) UNDERWE	5500001919	(E2) UNDERWEAR BVD	N00189-99-D-0065	0	36	PK	108	EA	\$4.9800	
K4	(K4) WATER	8700003388	(K4) WATER GRAYSON	N00140-97-D-N235	0	50	CN			\$6.0000	

Update ASL/ACB

Delete Current

Select All

De-Select All

Create PO

Stock Record

Return

After entering the above information we can see that there are a number of discrepancies between the vendor worksheet and the ASL/ACB that need to be corrected prior to creating the Purchase order.

Items 1100005262, 5500001919 and 8700003388 have unit of issue conversion problems that require maintenance. Item 8700003388 has an incorrect contract number and item 0111204170 has an incorrect cost price.

Order Report												
Dept.	Category	SKU#	Description	Contract Number	Stock	Order Qty.	Order Unit	Selling Qty.	Selling Unit	Article Cost	Order	
C2	(C2) PEN	0111204170	(C2) PEN MSP-21 BIC C	N00189-99-D-0065	0	12	PK			\$0.4300		
D1	(D1) TOOTHPA	1100000285	(D1) TOOTHPASTE COI	N00189-99-D-0065	0	48	EA			\$1.6400		
D1	(D1) DEODORA	1100000932	(D1) DEODORANT COL	N00189-99-D-0065	0	48	EA			\$1.5900		
D1	(D1) DEODORA	1100000978	(D1) DEODORANT COL	N00189-99-D-0065	0	48	EA			\$1.5900		
D1	(D1) DEODORA	1100000997	(D1) DEODORANT COL	N00189-99-D-0065	0	48	EA			\$1.5900		
D1	(D1) DEODORA	1100005262	(D1) DEODORANT COL	N00189-99-D-0065	0	48	CS			\$1.5900		
E2	(E2) UNDERWE	5500001920	(E2) UNDERWEAR BVD	N00189-99-D-0065	0	36	PK			\$4.9800		
E2	(E2) UNDERWE	5500001919	(E2) UNDERWEAR BVD	N00189-99-D-0065	0	36	PK			\$4.9800		
K4	(K4) WATER	8700003388	(K4) WATER GRAYSON	N00140-97-D-N235	0	50	CN			\$6.0000		

Incorrect Contract

Unit Conversion Errors

Incorrect cost price

Update ASL/ACB

Select All

Create PD

Delete Current

De-Select All

Stock Record

Return

Each of these items can be easily corrected. Click on the Update ASL/ ACB button and the following screen will appear:

Edit Article Contract Number

Stock #

Select

Description

Contract #

Current

New

Contract #

Article Cost

Re-Order Unit

Selling Unit

Unit Conversion Factor

Case Pack Qty.

Change

Return

The first item we will correct is item 0111204170. Enter the SKU number in the Stock # field and press the Enter button. The item information from ASL/ ACB will appear. This process will take a few moments to process so be patient.

Edit Article Contract Number		
Stock #	Description	
0111204170	MEDIUM POINT, COLORS: BLUE & BLACK (2 P	
	Current	New
Contract #	N00189-99-D-0065	N00189-99-D-0065
Article Cost	\$0.43	\$0.43
Re-Order Unit	PK	PK
Selling Unit	PK	PK
Unit Conversion Factor	1	1
Case Pack Qty.	12	12
Change		Return

In the New column in the Article Cost field, change the .43 to reflect .47.

Edit Article Contract Number		
Stock #	Description	
0111204170	MEDIUM POINT, COLORS: BLUE & BLACK (2 P	
	Current	New
Contract #	N00189-99-D-0065	N00189-99-D-0065
Article Cost	\$0.43	.47
Re-Order Unit	PK	PK
Selling Unit	PK	PK
Unit Conversion Factor	1	1
Case Pack Qty.	12	12
Change		Return

Click on the Change button.

Edit Article Contract Number

Stock # Description

Current New

Contract #

Article Cost

Re-Order Unit

Selling Unit

Unit Conversion Factor

Case Pack Qty.

The cost price is the same in both fields.

The ASL/ACB has been updated with the correct cost price. Click on the Return button and you will be returned to the Order Report Form.

Order Report												
Dept.	Category	SKU#	Description	Contract Number	Stock	Order Qty.	Order Unit	Selling Qty.	Selling Unit	Article Cost	Order	
C2	(C2) PEN	0111204170	(C2) PEN MSP-21 BIC C	N00189-99-D-0065	0	12	PK			\$0.4700		
D1	(D1) TOOTHPA	1100000285	(D1) TOOTHPASTE COI	N00189-99-D-0065	0	48	EA			\$1.6400		
D1	(D1) DEODORA	1100000932	(D1) DEODORANT COL	N00189-99-D-0065	0	48	EA			\$1.5900		
D1	(D1) DEODORA	1100000978	(D1) DEODORANT COL	N00189-99-D-0065	0	48	EA			\$1.5900		
D1	(D1) DEODORA	1100000997	(D1) DEODORANT COL	N00189-99-D-0065	0	48	EA			\$1.5900		
D1	(D1) DEODORA	1100005262	(D1) DEODORANT COL	N00189-99-D-0065	0	48	CS	576	EA	\$1.5900		
E2	(E2) UNDERWE	5500001920	(E2) UNDERWEAR BVD	N00189-99-D-0065	0	36	PK			\$4.9800		
E2	(E2) UNDERWE	5500001919	(E2) UNDERWEAR BVD	N00189-99-D-0065	0	36	PK	108	EA	\$4.9800		
K4	(K4) WATER	8700003388	(K4) WATER GRAYSON	N00140-97-D-N235	0	50	CN			\$6.0000		

From the Order Report Form you can see that the corrected cost price has been automatically updated.

The next item that will be corrected is 8700003388. This item has an incorrect contract number and the unit of issue for this item is not correct. The item is ordered by the case and sold by the can. The system is not converting the number of cases to cans. Click on the Update ASL/ACB button and enter the SKU 8700003388 in the Stock # field and press the enter button.

Edit Article Contract Number		
Stock #	8700003388	
Description	GRAYSON MOUNTAIN	
	Current	New
Contract #	N00140-97-D-N235	N00140-97-D-N235
Article Cost	\$6.00	\$6.00
Re-Order Unit	CN	CN
Selling Unit	CN	CN
Unit Conversion Factor	1	1
Case Pack Qty.	24	24
Change		Return

Scroll and select the correct contract in the New Contract # field.

Edit Article Contract Number		
Stock #	8700003388	
Description	GRAYSON MOUNTAIN	
	Current	New
Contract #	N00140-97-D-N235	N00140-97-D-N235
Article Cost	\$6.00	\$6.00
Re-Order Unit	CN	CN
Selling Unit	CN	CN
Unit Conversion Factor	1	1
Case Pack Qty.	24	24
Change		Return

Scroll and select correct contract #.

Edit Article Contract Number		
Stock #	8700003388	
Description	GRAYSON MOUNTAIN	
	Current	New
Contract #	N00140-97-D-N235	N00189-99-D-0065
Article Cost	\$6.00	\$6.00
Re-Order Unit	CN	CN
Selling Unit	CN	CN
Unit Conversion Factor	1	1
Case Pack Qty.	24	24
Change		Return

Scroll and select CS in the Re-Order unit field.

Edit Article Contract Number

Stock #	8700003388	
Description	GRAYSON MOUNTAIN	
	Current	New
Contract #	N00140-97-D-N235	N00189-99-D-0065
Article Cost	\$6.00	\$6.00
Re-Order Unit	CN	CN
Selling Unit	CN	CN
Unit Conversion Factor	1	
Case Pack Qty.	24	

Change Return

The system will prompt the user to enter the conversion quantity. Refer to the following message:

Edit Article Contract Number

Stock #	8700003388	
Description	GRAYSON MOUNTAIN	
Contract #	N00189-99-D-0065	
Article Cost		
Re-Order Unit		
Selling Unit	CN	CN
Unit Conversion Factor	1	1
Case Pack Qty.	24	1

Change Return

MaxPoint POS System

Please provide a unit conversion quantity.

OK

Click on the OK button and enter 24 in the Case Pack Qty field.

Edit Article Contract Number		
Stock #	Description	
8700003388	GRAYSON MOUNTAIN	
	Current	New
Contract #	N00140-97-D-N235	N00189-99-D-0065
Article Cost	\$6.00	\$6.00
Re-Order Unit	CN	CS
Selling Unit	CN	CN
Unit Conversion Factor	1	1
Case Pack Qty.	24	24
<div>Change</div> <div>Return</div>		

Once you have entered the Case Pack Qty, click on the Change button.

Edit Article Contract Number		
Stock #	Description	
8700003388	GRAYSON MOUNTAIN	
	Current	New
Contract #	N00189-99-D-0065	N00189-99-D-0065
Article Cost	\$6.00	\$6.00
Re-Order Unit	CS	CS
Selling Unit	CN	CN
Unit Conversion Factor	1	1
Case Pack Qty.	24	24
<div>Change</div> <div>Return</div>		

Both the Current and the New fields should be populated with the correct information. Click on the Return button.

Order Report												
Dept.	Category	SKU#	Description	Contract Number	Stock	Order Qty.	Order Unit	Selling Qty.	Selling Unit	Article Cost	Order	
C2	(C2) PEN	0111204170	(C2) PEN MSP-21 BIC C	N00189-99-D-0065	0	12	PK			\$0.4700		
D1	(D1) TOOTHPA	1100000285	(D1) TOOTHPASTE COL	N00189-99-D-0065	0	48	EA			\$1.6400		
D1	(D1) DEODORA	1100000932	(D1) DEODORANT COL	N00189-99-D-0065	0	48	EA			\$1.5900		
D1	(D1) DEODORA	1100000978	(D1) DEODORANT COL	N00189-99-D-0065	0	48	EA			\$1.5900		
D1	(D1) DEODORA	1100000997	(D1) DEODORANT COL	N00189-99-D-0065	0	48	EA			\$1.5900		
D1	(D1) DEODORA	1100005262	(D1) DEODORANT COL	N00189-99-D-0065	0	48	CS	576	EA	\$1.5900		
E2	(E2) UNDERWE	5500001920	(E2) UNDERWEAR BVD	N00189-99-D-0065	0	36	PK			\$4.9800		
E2	(E2) UNDERWE	5500001919	(E2) UNDERWEAR BVD	N00189-99-D-0065	0	36	PK	108	EA	\$4.9800		
K4	(K4) WATER	8700003388	(K4) WATER GRAYSON	N00189-99-D-0065	0	50	CS	1200	CN	\$6.0000		

The Order Report form is automatically updated with the correct Contract and with correct conversion information as indicated in yellow. The order was for 50 cases and the correct conversion is for the number of cases times the number of cans/ bottles per case. In the above example 50 cases times 24 cans/ bottles is equal to 1200. 1200 is the selling units and will be the number that posts to the stock record card once received. 24 is divided into \$6.00 to give the conversion cost price for this item and should be reflected as so on the stock record card at .25.

NOTE: THE SAME PROCEDURE WILL BE USED TO CORRECT THE REMAINING DISCREPANCIES FROM OUR EXAMPLE.

View/ Print/ Edit and Confirming a Purchase Order:

You can access this screen one of two ways. The first and quickest is to double-click on the Purchase Order number when you initially create it and the second way is to select from the View Print Edit Purchase Orders ASL/ACB option.

Orders Updating and Management

Order Search: V24000-0314-9708

Buttons: Print DD-1155, Delete Order, Add/View Line Items, Confirm Order, Return

Order Information: Order Number V24000-0314-9708, Date of Order 09-Nov-2000, Order Confirmed ☐

Contract/Payment Information:

Contractor	Administer By	Payment UIC
99-D-0061	COMNAVIAIRLANT	N60951
N00189-99-D-0061	Norfolk, Virginia	DEFENSE FINANCE & ACCOUNTING SERVICE
LLOYDS INTERNATIONAL SUPPLIERS	23511	NORFOLK OPERATION LOCATION, CODE FPVE
8031 HAMPTON BLVD.		9712 VIRGINIA AVENUE
NORFOLK, VA 23505		NORFOLK, VA 23511-3297
(800) 446-8089/(757) 423-2832		

Ensure that the correct Purchase Order has been selected.

Delivery Information/Statements:

Delivery to FOB:

Discount Terms: NET 30 DAYS

Delivery FOB: ☒ Destination, ☐ Other

Statement 1: FAST PAY PROCEDUR, Statement 2: , Statement 3:

Reference Comment:

Ship To Information:

Issued By: SALES OFFICER, USS Classroom CVN-90, N.O.B Norfolk

Ship To: SALES OFFICER, USS Classroom CVN-90, N.O.B Norfolk

Ships Address: ☒ PierSide Address, ☐ FPO Address

9. From this screen we need to enter all of the pertinent information such as the delivery date and all statements that are required.

Note: If the VENDOR information requires modification you can do this in any of the White blocks under the Contractor field.

From this screen the operator can:

- Edit the Purchase Order by entering the required information.
 - Delivery to FOB
 - All required statements
 - Ships Address
 - Add/ Delete merchandise on the same contract.
- Confirm the Purchase Order when ready.
- Delete the Purchase Order (Only if the PO has not been previously confirmed)
- Print the Purchase Order.

Hint: If the Purchase Order has been confirmed and the merchandise has not been received you can cancel the order from the Cancel Order form. The Cancel Order form is located in the Orders main menu option.

ORDER FOR SUPPLIES OR SERVICES DD-1155		RECEIVE NUMBER	CONFIRMED	CERTIFIED FOR NATIONAL DEFENSE UNDMs REG 100
1. (PURCHASE ORDER NO.) N00189-99-D-0061	2. DELIVERY ORDER NO	3. DATE OF ORDER 11-Jan-00	4. REQUISITION / ORDER NO R20993-0011-9737	
6. ISSUED BY UIC R20993 USS Carl Vinson CVN-70 FPO AP 96629-2840		7. ADMINISTERED B		8. DELIVERY FO <input checked="" type="checkbox"/> Destination <input type="checkbox"/> Other
9. CONTRACTOR 99-D-0061 Name and Address LLOYDS INTERNATIONAL SUPPLIERS 1690 BRANDYWINE AVE.. SUITE B CHULA VISTA, CA. 91911-4973		10. Delivery to FOB Point By (DATE) 25-Jan-00		11. MARK IF BUSINESS <input type="checkbox"/> Small <input type="checkbox"/> Small Disadvantage <input type="checkbox"/> Women Owned
		12. Discount Term		
		13. Mail Invoices to SEE BLOCK 15		
14. SHIP TO: SALES OFFICER USS Carl Vinson CVN-70 Pier B Barge, 120 S. Dewey St Bremerton, WA 98314		15. PAYMENT WILL BE MADE BY N60951 DEFENSE FINANCE & ACCOUNTING SERVICE NORFOLK OPLOC, CODE AAMC 9712 VIRGINIA AVENUE, NORFOLK, VA 23511		MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER
16. ORDER TYPE Delivery <input checked="" type="checkbox"/> Purchase <input type="checkbox"/>	This delivery order is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. Reference Your _____ Furnish the following of terms specified herein. ACCEPTANCE. THE CONTRACTORY HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH AND AGREES TO PERFORM THE SAME.			



NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:			
17. Accounting and Appropriation Data			
Appropriation Symbol And SubHead	Object class	Bureau Control No.	Sub Allot
97X4930.NC1A	000	21001	0
Authorization Acct'g Act'y	Trans Type	Property Acct'g Act'y	Cost Code
000250	7C	R20993	000000119737
Amount	\$76.32		
Stock #	Description	Quantity	Unit
0600000434	SOCIABLES	36	BX
		Unit Price	Amount
		\$2.1200	\$76.32
25. Total:			\$76.32

FAST PAY PROCEDURES APPLY. THE SIGNED ORIGINAL OF THIS ORDER MUST ACCOMPANY THE INVOICE AT TIME OF SUBMISSION TO DAO OF PAYMENT. ONE COMPLY OF THE INVOICE MUST BE MAILED TO THE SHIP CARE OF FLEET POST OFFICE ADDRESS.

Completed and confirmed Purchase Order

All Other Purchase Orders:

Other Purchases are defined as purchases that are non-standard in some way. These include, but are not limited to:

- Equipment ----USE THE FINANCIAL ACCOUNTING OPTION AND EQUIPMENT PURCHASE SELECTION.
- Special 1155's
- Vending repair----USE THE FINANCIAL ACCOUNTING OPTION AND LAUNDRY CLAIMS/ SERVICE CHARGE SELECTION.

Note: Refer to the Overseas Ordering Chapter for Equipment and Service Charges.

This function allows you to create, view, print and edit these purchases. To access this function, double-click this selection, and the following menu will appear:

The screenshot shows a software interface titled "Other Purchases". At the top, there is a "Purchase Order #" field with a dropdown arrow. To its right are buttons for "Print Order Invoice", "Confirm Order", "Delete Order", "Add/View Line Items", "Add Order" (which is circled), "Stock Record", and a "Return" button. Below these is the "ORDER INFORMATION" section, which includes fields for "Contract/Purchase", "Date of Order" (set to "07-Dec-2000"), "Purch Order No", "Accounting Type" (set to "DBOF"), "Cost Code", "Order Confirmed" (checkbox), "Purchase Type" (radio buttons for "Equipment", "Special 1155", "Vending Repair"), "ISSUED BY" (set to "V24000"), "Administer By" (set to "COMNAVAIRLAN1", "Norfolk, Virginia", "23511"), "Delivery FOB" (radio buttons for "Destination", "Other"), and "Fast Pay" (checked checkbox). The "CONTRACTOR" section has fields for "Name and Address", "Delivery to FOB Point By", "Discount Terms", "Ref Comment", and "SHIP TO". The "SALES OFFICER" section has radio buttons for "PiersSide Address" and "FPO Address". The "PAYMENT WILL BE MADE BY" section has a "Payment UIC" field (set to "N60951") and a text area for "DEFENSE FINANCE & ACCOUNTING SERVICE", "NORFOLK OPERATION LOCATION, CODE FPVB", "9712 VIRGINIA AVENUE", and "NORFOLK, VA 23511-3297".

Other Purchases Screen

From this screen, you can view, print or edit a Special 1155.

1. Click on the Add Order button and the next available Purchase Order Number will appear.

Other Purchases

Purchase Order #

ORDER INFORMATION

Order Confirmed: ☐ Accounting Type Cost Code

Contract/Purchase Date of Order Purch Order No

ISSUED BY
V24000
USS Classroom CVN-90
FPO AE 10305-2101

Administer By
COMNAVAIRLAN1
Norfolk, Virginia
23511

Purchase Type
☐ Equipment
☒ Special 1155
☐ Vending Repair

Delivery FOB
☒ Destination
☐ Other
☒ Fast Pay

CONTRACTOR

Name and Address

Delivery to FOB Point By Stmt 1
Discount Terms Stmt 2
Ref Comment Stmt 3

SHIP TO

SALES OFFICER
USS Classroom CVN-90
N.O.B Norfolk
Norfolk VA 23511

☒ PiersSide Address
☐ FPO Address

PAYMENT WILL BE MADE BY
DEFENSE FINANCE & ACCOUNTING SERVICE
NORFOLK OPERATION LOCATION, CODE FPVB
9712 VIRGINIA AVENUE
NORFOLK, VA 23511-3297

2. Leave the Contract field blank until you get the authorized contract number from NEXCOM.
- Note: You must have this information prior to confirmation.**
3. Enter the Recommended source and address in the Contractor Name and Address field.
4. Double click in the Delivery to FOB Point By field and select the desired date of delivery.
5. Enter any Discount that may apply to this order.
6. Scroll and select any statements that are required in the Stmt fields. Refer to the following figure:

Other Purchases

Purchase Order #

ORDER INFORMATION

Order Confirmed: ☐ Accounting Type Cost Code

Contract/Purchase Date of Order Purch Order No

ISSUED BY
V24000
USS Classroom CVN-90
FPO AE 10305-2101

Administer By
COMNAVAIRLAN1
Norfolk, Virginia
23511

Purchase Type
☐ Equipment
☒ Special 1155
☐ Vending Repair

Delivery FOB
☒ Destination
☐ Other
☒ Fast Pay

CONTRACTOR

Name and Address

Delivery to FOB Point By Stmt 1
Discount Terms Stmt 2
Ref Comment Stmt 3

SHIP TO

SALES OFFICER
USS Classroom CVN-90
N.O.B Norfolk
Norfolk VA 23511

☒ PiersSide Address
☐ FPO Address

PAYMENT WILL BE MADE BY
DEFENSE FINANCE & ACCOUNTING SERVICE
NORFOLK OPERATION LOCATION, CODE FPVB
9712 VIRGINIA AVENUE
NORFOLK, VA 23511-3297

7. Click on the Add/View Line Items button and the following screen will appear:

1155 Order Article Information

Order Number: V24000-0342-9705 Date of Order: 07-Dec-00 Ship: Classroom

SKU	Description	Quantity Ordered	Unit	Unit Price	Amount
		0		0.0000	\$0.00

Delete Item Return

8. Enter the SKU Number for the item you want to order in the SKU field and enter the quantity for order.

1155 Order Article Information

Order Number: V24000-0342-9705 Date of Order: 07-Dec-00 Ship: Classroom

SKU	Description	Quantity Ordered	Unit	Unit Price	Amount
9600000002	MUG EMBLEMATIC USS CLASSROOM	24	EA	5.7500	\$138.00
*		0		0.0000	\$0.00

Delete Item Return

9. Once all information has been approved, you may confirm this order.

Create Requisitions OSO:

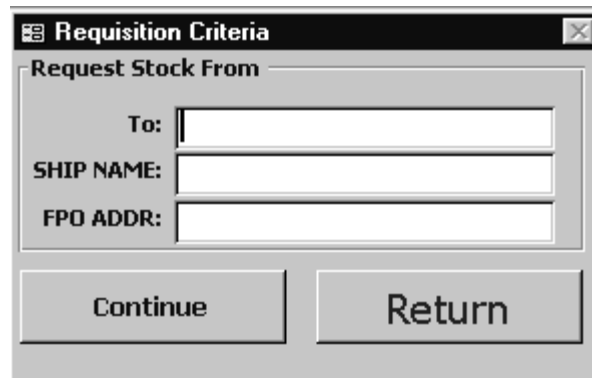
This function lets you create a new requisition for stock from another ship's officer (OSO). To access this function, double-click this selection. From this screen, you can initialize a new OSO requisition and orders from a Cargo Ship.

Software Process Note:

To order an item that has never been part of your inventory database, you must first:

- Create a stock record card for that item.
- Link the item to a Dummy Vendor/ Unassigned Vendor.
- Then proceed to the Requisitions OSO screen and order.

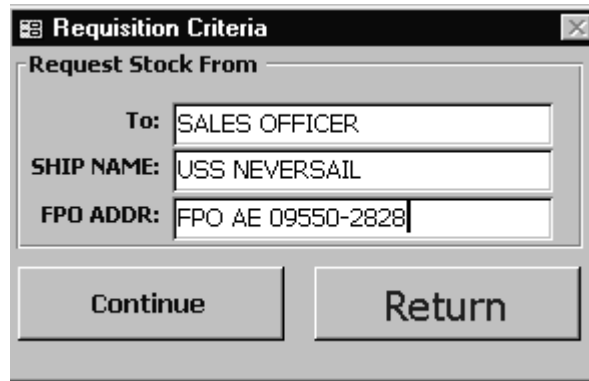
To create a new Requisition from Other Supply Officer click on this option and the following screen will appear:



The screenshot shows a software dialog box titled "Requisition Criteria". It contains a section labeled "Request Stock From" with three input fields: "To:", "SHIP NAME:", and "FPO ADDR:". Below these fields are two buttons: "Continue" and "Return".

Requisition Criteria Box

- Enter Sales Officer in the TO field.
- Enter the Ship's Name in the Ship Name field.
- Enter the Ship's FPO Address in the FPO ADDR field.



Requisition Criteria

Request Stock From

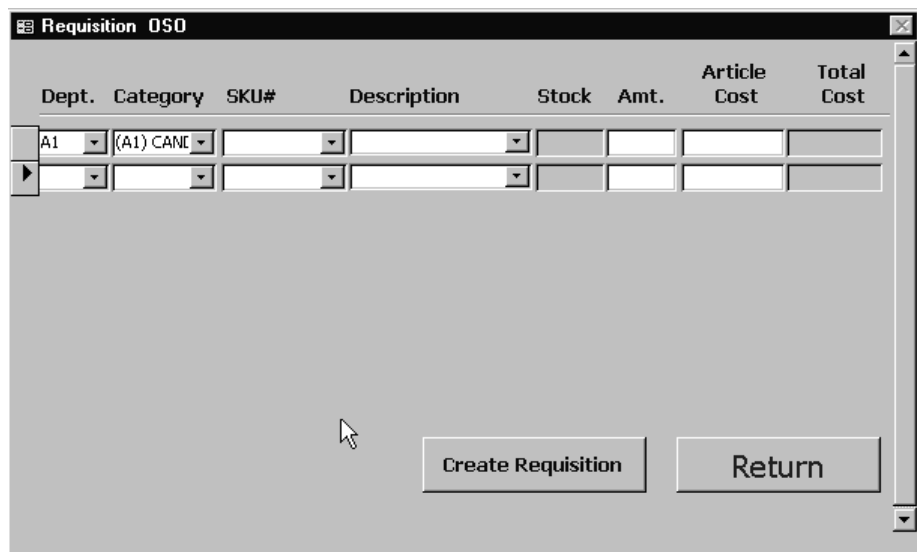
To: SALES OFFICER

SHIP NAME: USS NEVERSAIL

FPO ADDR: FPO AE 09550-2828

Continue Return

- Once you have entered the entire required information click on the Continue button and the following screen will appear:



Requisition OSO

Dept.	Category	SKU#	Description	Stock	Amt.	Article Cost	Total Cost
A1	(A1) CAME						

Create Requisition Return

- Scroll and select the desired Department. If you know what the SKU is for the item you can skip this process and advance to the SKU # field and enter the SKU.
- Scroll and select the desired Category. If you know what the SKU is for the item you can skip this process and advance to the SKU # field and enter the SKU.
- Scroll and select or manually enter the SKU.
- Enter the quantity to be ordered in the Amt. Field.
- Verify cost price and modify if necessary. Refer to the following figure:

Requisition OSO

Dept.	Category	SKU#	Description	Stock	Amt.	Article Cost	Total Cost
A1	(A1) CANCE	0500000195	KISSES	0	24	\$0.9900	\$23.76
A1	(A1) CANCE	0500000217	REESES PEANUT BUT	0	432	\$0.3300	\$142.56
A1	(A1) CANCE	0500000394	3 MUSKETEERS BAR	0	360	\$0.3300	\$118.80
A1	(A1) CANCE	0500000441	BABY RUTH	0	288	\$0.3200	\$92.16

Indicates the current quantity on hand.

Enter the quantity to be ordered.

Indicates the current cost price.

Create Requisition Return

- Total cost field is automatically populated.
- Enter each item to be ordered and complete all the information from the previous steps.
- Click on the Create Requisition button. The system will automatically send you to the View/ Print/ Edit Requisition OSO screen.

View/Print/Edit Requisition OSO

This function let you view, print, or edit existing requisitions that have been submitted for stock from another ship's officer (OSO). To access this function, double-click this selection, and the following menu will appear:

From this screen, you can view, print or edit an existing OSO requisition or a newly created requisition.

- Scroll and select the appropriate statement in the Authority or Purpose field.

View/Edit Requisition OSO Screen

- Enter the expenditure number in the Transferring Ship's Expenditure Number field.

- Double click in the Required field and select the appropriate date.
- Click on the appropriate address in the Ships Address field.

View/Edit Requisition OSO

Requisition Search: V24000-0356-9900

Buttons: Print Req. Invoice, Cancel Requisition, Add/View Line Items, Confirm Requisition, Return

Requisition and Invoice/Shipping Document

Requisition Confirmed ☐ Requisition Date: 21-Dec-2000 Requisition Number: V24000-0356-9900

Requesting Ship
 SALES OFFICER
 USS Classroom CVN-90
 N.O.B Norfolk
 Norfolk VA 23511

Authority or Purpose
 NAVSUP PUB 487 par 720

Transferring Ship's Expenditure Number
 V21414-0356-7925

Delivery Required 21-Dec-2000

Requesting From
 Sales Officer
 USS George Washington
 FPO AE 09550-2873

Ships Address
☒ PiersSide Address
☐ FPO Address

Once you have entered all the correct information on the View/ Edit Requisition OSO Form, Click on the Add/ View Line Items button and verify that all items are correct. Refer to the following figure:

Requisition OSO 'Detail'

Requisition/Purchase No: V24000-0356-9900 Date of Order: 21-Dec-00 Ship: Classroom

SKU#	Description	Retail Price	Quantity	Unit	Unit Price	Amount
		Unit Price	Extension	Ord.		
0500000195	KISSES	\$1.00	\$0.00	24	EA	\$23.76
0500000217	REESES PEANUT BUTTER CL	\$0.00	\$0.00	432	EA	\$142.56
0500000394	3 MUSKETEERS BAR	\$0.00	\$0.00	360	EA	\$118.80
0500000441	BABY RUTH	\$0.00	\$0.00	288	EA	\$92.16
*		\$0.00	\$0.00	0		\$0.00

Total \$377.28

Return

- Click on the Return button to return to the View/ Edit Requisition OSO Form.

View/Edit Requisition OSO

Requisition Search: V24000-0356-9900

Buttons: Print Req. Invoice, Cancel Requisition, Add/View Line Items, Confirm Requisition, Return

Requisition and Invoice/Shipping Document

Requisition Confirmed: ☐ Requisition Date: 21-Dec-2000 Requisition Number: V24000-0356-9900

Requesting Ship
 SALES OFFICER
 USS Classroom CVN-90
 N.O.B Norfolk
 Norfolk VA 23511

Authority or Purpose: NAVSUP PUB 487 par 720

Transferring Ship's Expenditure Number: V21414-0356-7925

Delivery Required: 21-Dec-2000

Requesting From
 Sales Officer
 USS George Washington
 FPO AE 09550-2873

Ship's Address
☒ PiersSide Address
☐ FPD Address

From this screen you can print, cancel and confirm the requisition. Note that prior to receipt of the items that the requisition must be confirmed. A confirmed requisition will indicated by a checked box in the Requisition Confirmed field.

Create Requisitions Other Appropriations:

This function lets you create a new requisition for stock from another division within your ship. To access this function, double-click this selection, and the following menu will appear:

Requisition Criteria

Request Stock From

To:

SHIP NAME:

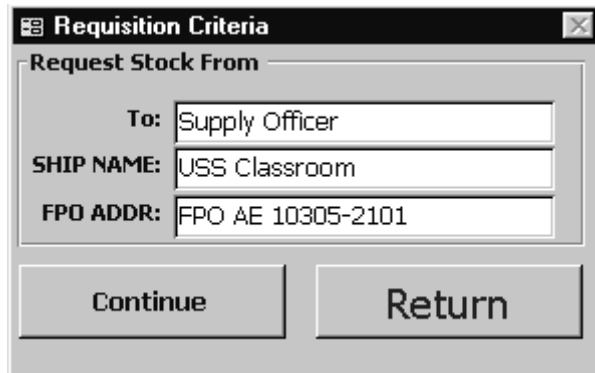
FPO ADDR:

Buttons: Continue, Return

Requisition Criteria Screen

From this screen, you can initialize a new "other appropriation" requisition.

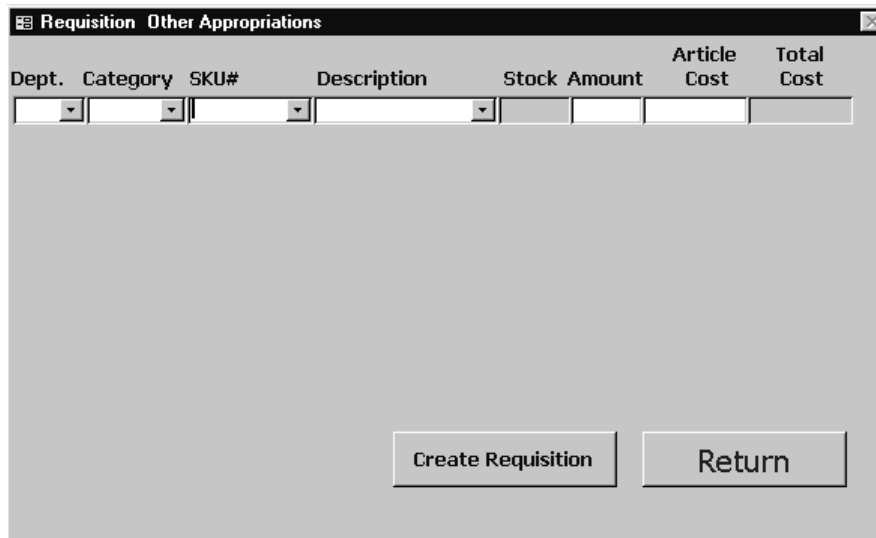
- Enter the Officer in charge that you are getting the stock from in the TO field. I.E. General Mess would be FOOD SERVICE OFFICER, OPTAR would be SUPPLY OFFICER.
- Enter the Ship's Name in the Ship Name field.
- Enter the Ship's FPO Address in the FPO ADDR field.



The screenshot shows a window titled "Requisition Criteria". Inside, there is a section labeled "Request Stock From". Below this, there are three input fields: "To:" with the value "Supply Officer", "SHIP NAME:" with the value "USS Classroom", and "FPO ADDR:" with the value "FPO AE 10305-2101". At the bottom of the window are two buttons: "Continue" and "Return".

Requisition Criteria Screen

- Once you have entered the entire required information click on the Continue button and the following screen will appear:



The screenshot shows a window titled "Requisition Other Appropriations". It features a table with the following columns: Dept., Category, SKU#, Description, Stock, Amount, Article Cost, and Total Cost. The first row of the table contains dropdown menus for Dept., Category, and SKU#, and text input fields for Description, Stock, Amount, Article Cost, and Total Cost. Below the table are two buttons: "Create Requisition" and "Return".

Requisition Other Appropriations Form

- Scroll and select the desired Department. If you know what the SKU is for the item you can skip this process and advance to the SKU # field and enter the SKU.

- Scroll and select the desired Category. If you know what the SKU is for the item you can skip this process and advance to the SKU # field and enter the SKU.
- Scroll and select or manually enter the SKU.
- Enter the quantity to be ordered in the Amt. Field.
- Verify cost price and modify if necessary. Refer to the following figure:

Dept.	Category	SKU#	Description	Stock Amount	Article Cost	Total Cost
B3	(B3) BAT1	2252200039	ENERGIZER ADVANCI	0	48	\$1.6300
						\$78.2400

Indicates the current quantity on hand.

Enter the quantity for order.

Indicates the cost price.

Create Requisition Return

Requisition Other Appropriations Form

- Total cost field is automatically populated.
- Enter each item to be ordered and complete all the information from the previous steps.
- Click on the Create Requisition button. The system will automatically send you to the View/ Print/ Edit Requisition Other Appropriations screen.

View/Print/Edit Requisitions Other Appropriations:

This function let you view, print, or edit existing requisitions that have been submitted for stock from another department or division within your ship. To access this function, double-click this selection, and the following menu will appear:

Requisition Other Appropriation

Requisition Search:

Requisition Information

Requisition Number: Requisition Date: Requisition Confirmed: ☐

Requesting Ship: Authority or Purpose: Transferring Ship's Expenditure Number:
Delivery Required:

To:

Ships Address: ☐ PiersSide Address ☐ FPO Address

Accounting Data:

Requisition Other Appropriation Screen

From this screen, you can view, print or edit an existing or newly created "other appropriation" requisition.

- Scroll and select the appropriate statement in the Authority or Purpose field.

Requisition Other Appropriation

Requisition Search:

Requisition Information

Requisition Number: Requisition Date: Requisition Confirmed: ☐

Requesting Ship: Authority or Purpose: Transferring Ship's Expenditure Number:
Delivery Required:

To:

Ships Address: ☐ PiersSide Address ☐ FPO Address

Accounting Data:

Requisition Other Appropriation Screen

- Enter the expenditure number in the Transferring Ship's Expenditure Number field.
- Double click in the Required field and select the appropriate date.
- Click on the appropriate address in the Ships Address field.

Once you have entered all the correct information on the View/ Edit Requisition OSO Form, Click on the Add/ View Line Items button and verify that all items are correct. Refer to the following figure:

Requisition Other Appropriation

Requisition Search: V24000-0356-9901

Print Req. Invoice Cancel Requisition

Add/View Line Item Confirm Requisition Return

Requisition Information

Requisition Number: V24000-0356-9901 Requisition Date: 21-Dec-2000 Requisition Confirmed: ☐

Requesting Ship: SALES OFFICER, USS Classroom CVN-90, FPO AE 10305-2101

Authority or Purpose: NAVSUP PUB 487 par 731

Transferring Ship's Expenditure Number: V24000-0356-7802

Delivery Required: 21-Dec-2000

To: Supply Officer, USS Classroom, FPO AE 10305-2101

Ships Address: ☐ Pierside Address ☒ FPO Address

Accounting Data

Input Acct. Data

Requisition Other Appropriation Screen

- Click on the Input Acct. Data button.

Accounting Data

Input Acct. Data

The following screen will appear:

GSK Accounting Form

Appropriation Symbol		Bureau		Prop.		Cost Code	
Obj.	Cl.	Ctrl No.	Sub Allot.	Auth.	Acct.	Trans Type	

Confirm Acct. Data Return

- Enter the Accounting Spread Information in the appropriate fields.

NOTE: the same division/ department that the stock is coming from will provide this information to you.

GSK Accounting Form

Appropriation Symbol		Bureau		Prop.		Cost Code	
Obj.	Cl.	Ctrl No.	Sub Allot.	Auth.	Acct.	Trans Type	
9704930.2310	000	21001	0	000250	7C	V24000	000003569901

Confirm Acct. Data Return

- Once you have entered all of the correct information click on the Confirm Acct. Data button. You will get the following message:

GSK Accounting Form

Appropriation Symbol: 9704930.2310

Cost Code: 3569901

Confirm Acct. Data Return

MaxPoint POS System

You are about to save the accounting data for this requisition! This action is irreversible. Do you wish to continue?

Yes No

NOTE: Once you confirm the accounting data you will not be able to make changes.

- Click on the Yes button if you wish to continue No if not.

The form will be grayed out and no other modifications can be made. Refer to the following figure:

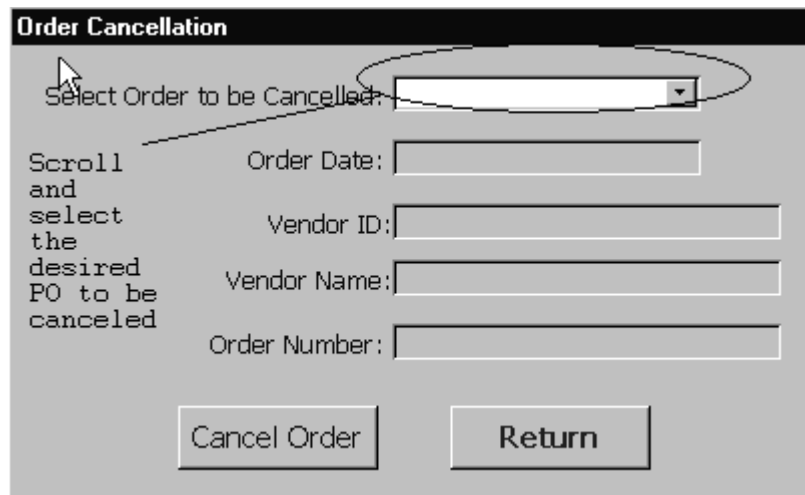
GSK Accounting Form								
Appropriation Symbol		Bureau		Prop.		Cost Code		
Obj.	Cl.	Ctrl No.	Sub Allot.	Auth.	Acct.	Trans Type	Acct.	
9704930.2310	000	21001	0	000250	7C	V24000	000003569901	

- Click on the Return button to return to the View/ Edit Requisition Other Appropriation Form.

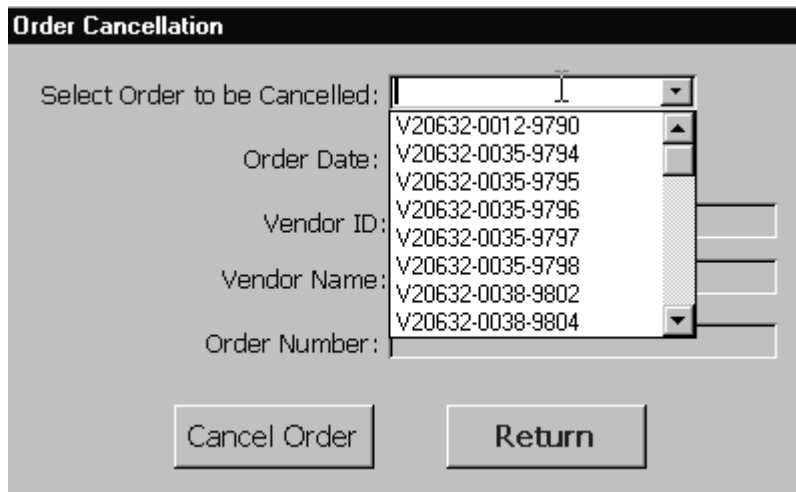
From this screen you can print, cancel and confirm the requisition. Note that prior to receipt of the items that the requisition must be confirmed. A confirmed requisition will indicated by a checked box in the Requisition Confirmed field.

Cancel Purchase Order Form:

This function allows you cancel previously submitted, confirmed Purchase Orders/ Requisitions. The Purchase Order/ Requisition must be in a *confirmed* status and the stock must **not** have been received yet. To access this function, double-click this selection and the following screen will appear:



The screenshot shows the 'Order Cancellation' form. A mouse cursor is pointing at the 'Select Order to be Cancelled:' dropdown menu, which is circled. A text box on the left says 'Scroll and select the desired PO to be canceled'. Below the dropdown are input fields for 'Order Date:', 'Vendor ID:', 'Vendor Name:', and 'Order Number:'. At the bottom are 'Cancel Order' and 'Return' buttons.



The screenshot shows the 'Order Cancellation' form with the 'Select Order to be Cancelled:' dropdown menu open. The dropdown list contains the following order numbers: V20632-0012-9790, V20632-0035-9794, V20632-0035-9795, V20632-0035-9796, V20632-0035-9797, V20632-0035-9798, V20632-0038-9802, and V20632-0038-9804. The other fields and buttons are the same as in the previous screenshot.

Order Cancellation

Select Order to be Cancelled: V20632-0035-9796

Order Date: 2/8/00 8:58:17 PM

Vendor ID: 99-D-0065

Vendor Name: EURPAC WAREHOUSE SALES INC.

Order Number: V20632-0035-9796

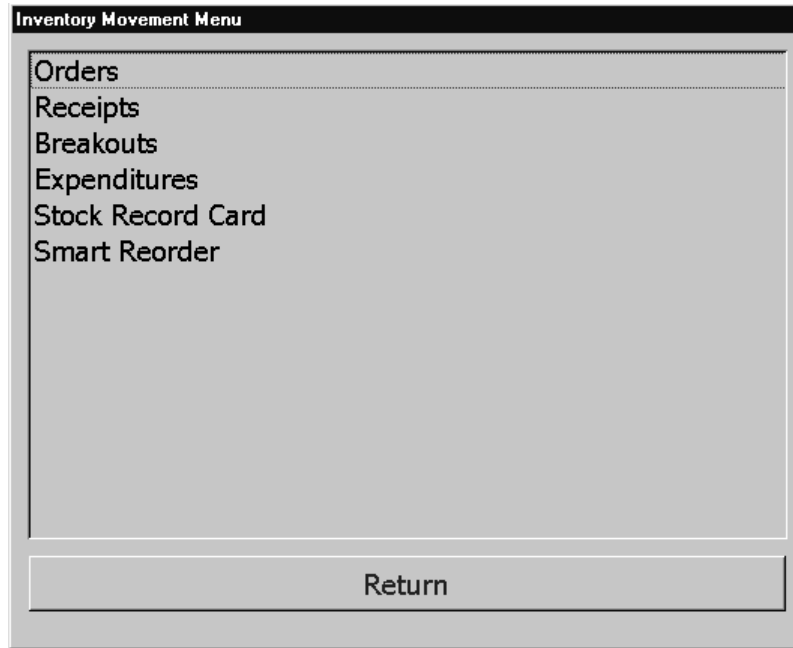
Cancel Order Return

When selecting a particular Purchase Order, the form becomes populated with all the information for that Purchase Order.

Click the Cancel Order Button and the Purchase Order will be cancelled.

INVENTORY MOVEMENT

From the Inventory Movement option the operator can conduct various tasks. Stock Record Card maintenance, Receiving stock, Moving stock from one activity to another, Procurement of stock, Expending stock and using sales history utilize the Smart Re-Order function. From the main menu select the Inventory Movement option and the following screen will appear:



The Inventory Movement option has six options each will have its own section dedicated to it.

Receipts:

This function lets you receive stock that has been acquired through purchase orders and various requisitions. To access the Receipts function, double-click this selection and the following screen will appear:

Hint: Before you can receive, you must first have the Receipt Inspectors copy of the procurement document in hand to receive the correct quantities.

Performing a New Receipt:

To initiate a new receipt, complete the following:

1. Click on the **New Receipt** button. A message will inform you that you are about to create new receipt. Click on **Yes** to continue. Refer to the following figure:

Receiving Message

? You are about to create a new receipt. Do you wish to continue?

Yes No

Receipt Search

Add/View Line Items **Delete Unposted Receipt**

New Receipt **Receiving Report** **Return**

Receiving Information

Order/Requisition Search

Receipt No 0001

Receiving Date 03-Feb-00

Order/Requisition Information

Order/Requisition Number V20632-0028-9784

Order Date 01-Feb-00

Received From LLOYDS INTERNATIONAL SUPPLIERS

Receiving Notes

Related Receipts

Receipt No Ord/Req No

Receipt Options

☒ Purchase Order

☐ Requisition OSO

☐ Requisition Other Approp

Shipping Charges

Yes No

\$0.00

Cash Discount

Yes No

\$0.00

- Advance to the Receipt Options box and activate the option button for the type of receipt this will be. Purchase Order, Requisition OSO, or Requisition Other Appropriation, as desired. (This will limit the list that you see in the next step to **only** those types of orders.)
- Use the drop-down arrow in the Order/Requisition field to locate and select the order that you wish to receive. (Only orders that have been **confirmed** will appear in the drop-down list.) Once you have selected the order, data from the order will populate the remainder of the screen.

Receipt Search

Add/View Line Items **Delete Unposted Receipt**

New Receipt **Receiving Report** **Return**

Receiving Information

Order/Requisition Search

Receipt No

Receiving Date

Order/Requisition Information

Order/Requisition Number

Order Date

Received From

Receiving Notes

Related Receipts

Receipt No Ord/Req No

Receipt Options

☒ Purchase Order

☐ Requisition OSO

☐ Requisition Other Approp

Shipping Charges

Yes No

\$0.00

Cash Discount

Yes No

\$0.00

Ensure that the proper option has been selected for the various types of procurement.

4. Ensure that if there are any transportation charges or cash discounts that you use the appropriate buttons to enter them into system. Refer to the following:



The image shows two separate dialog boxes. The first is titled "Shipping Charges" and contains two buttons, "Yes" and "No", with the "Yes" button highlighted. Below the buttons is a text field containing "\$25.00". The second dialog box is titled "Cash Discount" and also contains "Yes" and "No" buttons, with the "Yes" button highlighted. Below these buttons is a text field containing "\$0.00".

5. Click on the **Add/View Line Items** button. The following screen will appear:

Receipt No 0088							
Article No	Description	Current Cost Order Unit	Quantity Ordered	Quantity Received	Quantity Previously Received	Quantity Outstanding	Quantity Canceled
0121500001S	REFILLS, 1011 CUSTOM STATIONERY	\$1.5000	36	0	0	36	0
0121600001S	STATIONERY, W/SHIPS CREST 1010 CUSTOM POF	\$3.0000	144	0	0	144	0

Stock Record Card Post Receive All Return

Receipt No		0088						
Article No	Description	Current Cost Order Unit	Quantity Ordered	Quantity Received	Quantity Previously Received	Quantity Outstanding	Quantity Canceled	
0121500001S	REFILLS, 1011 CUSTOM STATIONERY	\$1.5000	36	36	0	0	0	
0121600001S	STATIONERY, W/SHIPS CREST 1010 CUSTOM POF	\$3.0000	144	144	0	144	0	
Stock Record Card		Post		Receive All		Return		

- Advance through the Current Cost, Quantity Received, and Quantity Canceled fields for each item being received and update them as necessary. When you are finished, click on the Post button. The receipts of the amounts that you have indicated will be posted, and the database will be updated with receipt and inventory information.

Hint: If the quantity received is less than that of that was ordered, enter the actual quantity delivered (You cannot enter more than that was ordered). You can cancel the difference of quantity ordered and quantity received.

- When new items are received or the cost price of a previously carried item has changed, the Retail Price Update Form will appear with a message block suggesting a new retail price. To accept this price, click on the "accept change button". To create a new or different price, enter the retail price that you want and then click on the "accept change button".

NOTE: Ensure that when receiving Vending Items that the standard selling price is entered otherwise the Profitability report for your non-e-pos activities will indicate the most recent retail price.

Retail Price Update

Article Number: 0121600001S

Description: 1010 CUSTOM PORTABLE L

Current Retail: \$3.00

Suggested New Retail: \$3.55

Accept Change Ignore Change

Retail Price Update

Article Number: 0121500001S

Description: 1011 CUSTOM STATIONERY

Current Retail: \$1.50

Suggested New Retail: \$1.80

Accept Change Ignore Change

8. Click on the stock record card button to verify the correct posting. Refer to Chapter 4 Stock Record Card.
9. Print and view the Receiving Report. This report will be filed in the BO1/ B05 File. Refer to the following figures:

Receive From Order

Receipt Search: [Dropdown]

Add/View Line Items Delete Unposted Receipt

New Receipt Receiving Report Return

Receiving Information

Order/Requisition Search: V20632-0092-9745

Receipt No: 0089

Receiving Date: 31-May-00

Order/Requisition Information

Order/Requisition Number: V20632-0092-9745

Order Date: 01-Apr-00

Received From: ROBERT HALE & ASSOCIATES, INC.

Receiving Notes

Related Receipts

Receipt No	Ord/Req No

Receipt Options

☒ Purchase Order

☐ Requisition OSO

☐ Requisition Other Approp

Shipping Charges

Yes No

\$0.00

Cash Discount

Yes No

\$674.15

After Posting the receipt click on the Receiving Report button to generate the report.

The receiving report will indicate any transportation charges or discounts for the receipt. Refer to the following report:



Receiving Report

Run Date: 5/31/00

Run Time: 10:40

USS SAIPAN UIC V20632

Order Nbr V20632-0092-9745 Order Date 01-Apr-00 ROBERT HALE & ASSOCIATES, INC.

Receipt No. 0089 Receipt Date 31-May-00

SKU #	Description	Uni	Ordered Qty	Ordered Cost	Ordered Total	Received Qty	Rcvd Cost	Received Total
2300003733S	HEADPHONE, SONY EARBUD #MDRES2ILP	EA	10	\$5.95	59.5	10	\$5.95	59.5
2300003734S	HEADPHONE, SONY VERTICLE EAR #MDR-A44L	EA	15	\$14.10	211.5	15	\$14.10	211.5
2300003828S	CAMERA, SONY 8MM Camcorder W/Digital Zoom Nightsho	EA.	6	\$312.35	1874.1	6	\$312.35	1874.1
2300003948S	CAMERA, SONY 8MM Camcorder W/2.5 LCD & Nightshot	EA.	6	\$452.25	2713.5	6	\$452.25	2713.5
2338603730S	HEADPHONE, SONY MDR V-200	EA	6	\$28.90	173.4	6	\$28.90	173.4
3800009250S	CAMERA, SONY MAVICA DIGITAL CAMERA #MVC-FD73	EA.	4	\$427.38	1709.52	4	\$427.38	1709.52

Total Received this Receipt No.	\$6,741.52
Add: Shipping Charges this Receipt No.	\$0.00
Less: Cash Discounts this Receipt No.	\$674.15
Total this Receipt No.	\$6,067.37
Total Ordered	\$6,741.52
Total Received for Order	\$6,741.52
Add: Total Shipping Charges for Order	\$0.00
Less: Total Cash Discounts for Order	\$674.15
Grand Total for Order	\$6,067.37

After you have reviewed and printed out the receiving report, file in B01/B05 File. The system will by default print out an UPC maintenance listing report for the receipt when you exit from the Receiving Report Screen. Refer to the following report:

Current UPC'S For Items Received

Run Date: 5/31/00
Run Time: 10:50

USS SAIPAN UIC V20632

Order Number V20632-0092-9745

SKU #	UPC	Description
2300003733S	2300003733S	HEADPHONE, SONY EARBUD #MDRE821LP
2300003734S	2300003734S	HEADPHONE, SONY VERTICLE EAR #MDR-A44L
2300003828S	2300003828S	CAMERA, SONY 8MM Camcorder W/Digital Zoom Nights ho
2300003948S	2300003948S	CAMERA, SONY 8MM Camcorder W/2.5 LCD & Nightshot
2338603730S	2338603730S	HEADPHONE, SONY MDRV-200
3800009250S	3800009250S	CAMERA, SONY MAVICA DIGITAL CAMERA #MVC-FD73

The purpose of this report is to identify ship's store stock that has not had UPC maintenance completed. Every item that has been received will be displayed on this report. The SKU Number by system default will create a SKU barcode. If the manufacturers UPC has been assigned to an item a separate line for the same item will be displayed with the appropriate UPC attached. For our example, **no** UPC maintenance has been completed. This would be the time to collect the items and marry up the UPC to the SKU. This task is conducted at the stock record card function or via by the PDT. Once this maintenance is completed, it can be viewed again by selecting the appropriate receipt number and selecting the Receiving Report button and then exiting the report. The system will display the UPC report with all additions made. Refer to the following report:

Current UPC'S For Items Received

Run Date: 5/31/00
Run Time: 11:12

USS SAIPAN UIC V20632

Order Number V20632-0092-9745

SKU #	UPC	Description
2300003733S	2300003733S	HEADPHONE, SONY EARBUD #MDRE821LP
2300003733S	963858385839	HEADPHONE, SONY EARBUD #MDRE821LP
2300003734S	2300003734S	HEADPHONE, SONY VERTICLE EAR #MDR-A44L
2300003734S	964848484849	HEADPHONE, SONY VERTICLE EAR #MDR-A44L
2300003828S	2300003828S	CAMERA, SONY 8MM Camcorder W/Digital Zoom Nights ho
2300003828S	963838383839	CAMERA, SONY 8MM Camcorder W/Digital Zoom Nights ho
2300003948S	2300003948S	CAMERA, SONY 8MM Camcorder W/2.5 LCD & Nightshot
2300003948S	962828282829	CAMERA, SONY 8MM Camcorder W/2.5 LCD & Nightshot
2338603730S	2338603730S	HEADPHONE, SONY MDRV-200
2338603730S	912121212129	HEADPHONE, SONY MDRV-200
3800009250S	3800009250S	CAMERA, SONY MAVICA DIGITAL CAMERA #MVC-FD73
3800009250S	910001000009	CAMERA, SONY MAVICA DIGITAL CAMERA #MVC-FD73

UPC's have
now been
correctly
married up
to the
desired
item.

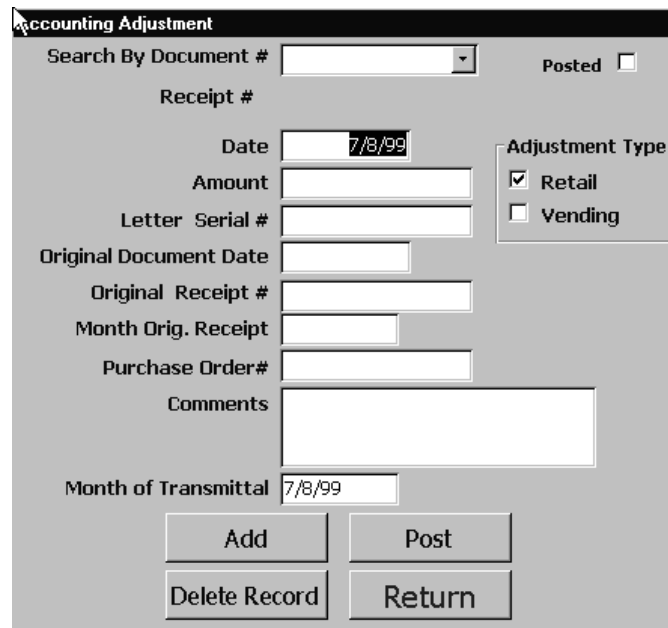
Verification of UPC maintenance can also be conducted at the stock record card. Refer to Chapter 4 Stock Record Card.

10. Click on **Return** to return to the previous screen.

Making Corrections to Receipts:

You cannot make corrections to the physical receipt, but only make the necessary adjustments that will offset the mistake. Complete the following steps:

1. From the Financial Accounting menu, select the Accounting Adjustment option, and the following screen will appear:



The screenshot shows a software window titled "Accounting Adjustment". It contains several input fields and checkboxes. At the top left is a "Search By Document #" dropdown menu. To its right is a "Posted" checkbox. Below these are fields for "Receipt #", "Date" (pre-filled with "7/8/99"), "Amount", "Letter Serial #", "Original Document Date", "Original Receipt #", "Month Orig. Receipt", "Purchase Order#", and "Comments" (a large text area). To the right of the "Date" field is an "Adjustment Type" section with two checkboxes: "Retail" (checked) and "Vending". At the bottom left is a "Month of Transmittal" field (pre-filled with "7/8/99"). At the bottom are four buttons: "Add", "Post", "Delete Record", and "Return".

2. From this screen you will complete the following:
 - Click on the Add button
 - Leave the Date field as is, the system enters this information by default.
 - Enter the amount of the financial adjustment. **(Ensure that all negative adjustments are in parenthesis)**
 - Enter the last four digits of the procurement document in the Letter Serial # field.
 - Enter the date of the original procurement document in the Original Document Date field.
 - Enter the receipt number for the document posted incorrectly in the Original Receipt # field.
 - Enter the month of the original receipt that is incorrect in the Month Orig. Receipt field.
 - Enter the procurement document number in the Purchase Order # field.
Hint: Either purchase orders or requisitions can be entered in this field.

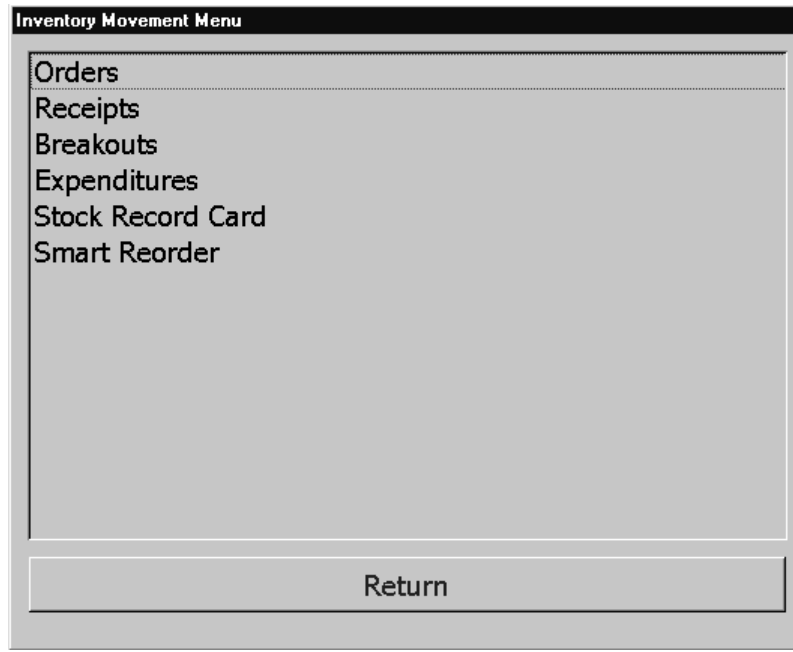
- Enter any comments regarding this transaction in the Comments field. This information will appear on the Accounting Adjustment Report.
- Enter the date that the transmittal was sent in the Month of Transmittal field.
- Check the appropriate adjustment type box.
- Review each of the fields to ensure all the correct information has been entered.
- Click the Post button to post the adjustment to the 153 and all-supporting documents.

This transaction corrects the B09 and B22 for retail/ B26 for vending of the Balance Sheet. If quantities have been affected there is still a need to make the correction to the stock record cards for the correct quantities. Conducting a spot inventory for the particular items that are incorrect is required. Complete the following steps:

1. From the Inventory Count Functions Menu, select the Create New Inventory Function. From this screen complete the following:
 - Scroll the Select Store field and select 99
 - Scroll the Select Criteria field and select Article #
 - Check the box next to the items that you require to conduct a spot inventory on.
 - Click on the Generate Worksheet button, and you will get a warning message (You are about to create a new inventory count worksheet. Do you wish to continue. Yes or No. If you want to continue select yes, if not select the no option.
2. From the Inventory Worksheet screen complete the following:
 - Scroll the Search for Count field and select the appropriate date and Inventory control number.
 - Select store number 99.
 - Enter the correct quantities in the Current Actual column.
 - Click on the Confirm button and you will receive the following message (You are about to update the inventory for store # 99. This action is irreversible. Do you wish to Continue? Click on Yes to continue or No to stop.
 - Click on the Return button to exit this screen.
3. This process has adjusted B14 accordingly and will negate the entry made to B22 for retail or B26 for vending.

INVENTORY MOVEMENT

From the Inventory Movement option the operator can conduct various tasks. Stock Record Card maintenance, Receiving stock, Moving stock from one activity to another, Procurement of stock, Expending stock and using sales history utilize the Smart Re-Order function. From the main menu select the Inventory Movement option and the following screen will appear:



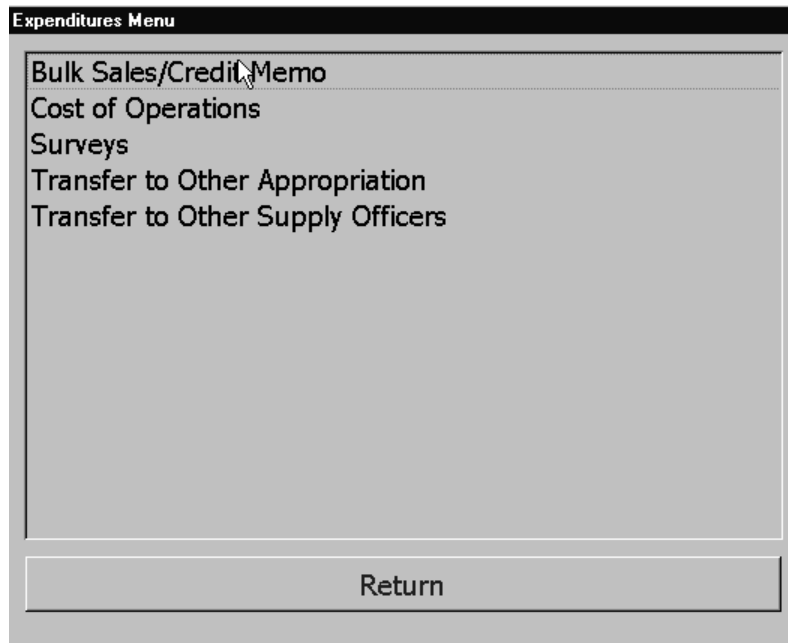
The Inventory Movement option has six options each will have its own section dedicated to it.

Expenditures:

This function allows you manage and account for various types of expenditures, including:

- Transferring ship's store stock to other ships or shore facilities.
- Transferring ship's store stock to divisions (for example, the officer's mess) outside your ship's store system, but within your ship.
- Returning unsold (or damaged) stock to vendor.
- Investigating and reporting on lost or damaged stock.
- Marking stock down to zero.

To access the Expenditures function, double-click this selection, and the following screen will appear:



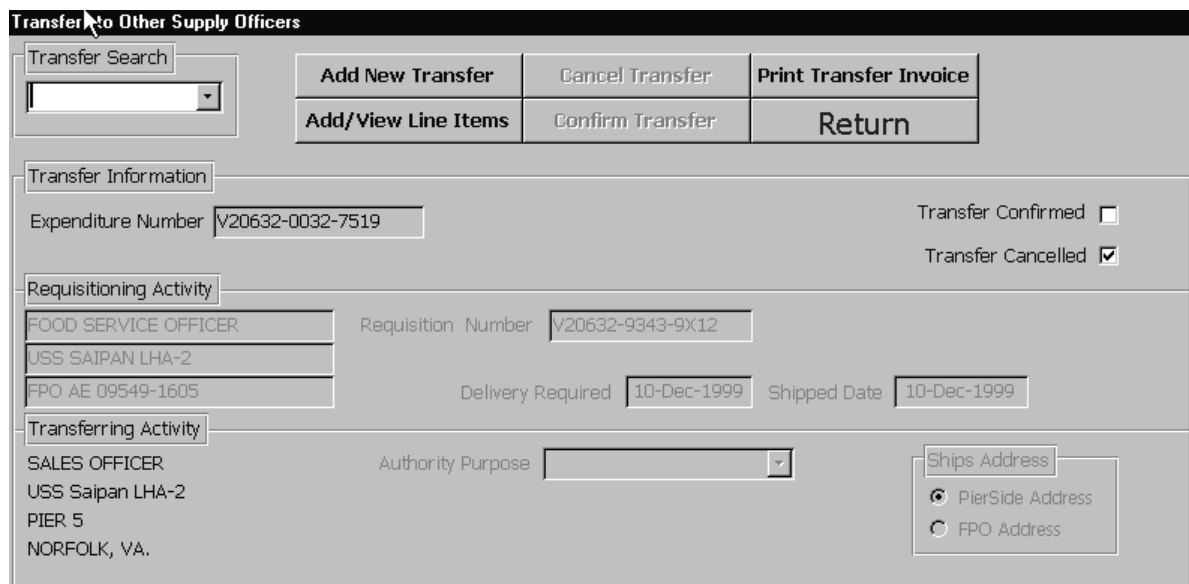
Expenditures Menu

- Bulk Sales/Credit Memo
- Cost of Operations
- Surveys
- Transfer to Other Appropriation
- Transfer to Other Supply Officers

Return

Transfers to Other Supply Officers:

This function lets you transfer stock to other ships or facilities. Double-click on this selection, and the following screen will appear:



Transfer to Other Supply Officers

Transfer Search:

Transfer Information

Expenditure Number: Transfer Confirmed ☐

Transfer Cancelled ☒

Requisitioning Activity

Requisition Number:

Delivery Required: Shipped Date:

Transferring Activity

Authority Purpose:

Ships Address

☒ PierSide Address
 ☐ FPO Address

From this screen, you can initiate the movement of stock to another ship.

Create a New Transfer to Other Supply Officers:

1. Click on the Add/ New Transfer Button.

Transfer to Other Supply Officers

Transfer Search

Transfer Information

Expenditure Number

Click on the Add/New Transfer button to create a new Transfer to Other Supply Officers

Transfer Confirmed ☐

Transfer Cancelled ☒

Requisitioning Activity

FOOD SERVICE OFFICER
 USS SAIPAN LHA-2
 FPO AE 09549-1605

Requisition Number

Delivery Required Shipped Date

Transferring Activity

SALES OFFICER
 USS Saipan LHA-2
 PIER 5
 NORFOLK, VA.

Authority Purpose

Ships Address

☒ PierSide Address
☐ FPO Address

Once you have clicked on the Add New Transfer button the screen will refresh and the Expenditure Number field will populate with the next available expenditure number. Refer to the following figure:

Transfers to Other Supply Officers

Transfer Search

Transfer Information

Expenditure Number

Next available Expenditure number populated by default

Transfer Confirmed ☐

Transfer Cancelled ☐

Requisitioning Activity

Requisition Number

Delivery Required Shipped Date

Transferring Activity

SALES OFFICER
 USS SAIPAN LHA-2
 PIER 5
 NORFOLK, VA.

Authority Purpose

Ships Address

☒ PierSide Address
☐ FPO Address

2. Enter "Sales Officer" on the first line of the Requisitioning Activity field.
3. Enter the name of the ship on the second line of the Requisitioning Activity field.
4. Enter the FPO address on the third line of the Requisitioning Activity field. Refer to the following figure:

Transfers to Other Supply Officers

Transfer Search [Dropdown]	Add New Transfer	Cancel Transfer	Print Transfer Invoice
	Add/View Line Items	Confirm Transfer	Return

Transfer Information

Expenditure Number: V20632-0152-7545

Transfer Confirmed ☐

Transfer Cancelled ☐

Requisitioning Activity

Sales Officer: USS George Washington (CVN-73)

Requisition Number: [Field]

FPO AE 09550-2873

Delivery Required: [Field]

Shipped Date: [Field]

Transferring Activity

SALES OFFICER
USS SAIPAN LHA-2
PIER 5
NORFOLK, VA.

Authority Purpose: [Dropdown]

Ships Address

☒ PierSide Address

☐ FPO Address

5. Enter the Requisition Number from the Requesting ship in the Requisition Number field.
6. Double click in the Delivery Required field and select the appropriate date that the requesting ship desires delivery.
7. Double click in the Shipped Date field and select the appropriate date that the stock was or will be shipped.
8. Scroll and select the appropriate P-487 reference in the Authority Purpose field. Refer to the following figure:
9. Select the appropriate option in the Ship's Address field.

Transfers to Other Supply Officers

Transfer Search

Transfer Information

Expenditure Number

Transfer Confirmed ☐

Transfer Cancelled ☐

Requisitioning Activity

Sales Officer

Requisition Number

FPO AE 09550-2873

Delivery Required Shipped Date

Transferring Activity

SALES OFFICER
USS SAIPAN LHA-2
PIER 5
NORFOLK, VA.

Authority Purpose

☐ PierSide Address
☐ FPO Address

Transfers to Other Supply Officers

Transfer Search

Transfer Information

Expenditure Number

Transfer Confirmed ☐

Transfer Cancelled ☐

Requisitioning Activity

Sales Officer

Requisition Number

FPO AE 09550-2873

Delivery Required Shipped Date

Transferring Activity

SALES OFFICER
USS SAIPAN LHA-2
PIER 5
NORFOLK, VA.

Authority Purpose

☐ PierSide Address
☐ FPO Address

10. Click on the Add/View Line Items button. The following screen will appear:

Transfers to Other Supply Officers - Article Information						
Expenditure No <input type="text" value="V20632-0152-7546"/>						
Article No	Description	QOH	Quantity	Unit Cost	Total Cost	Reimbursement Cost
<input type="text" value=""/>		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="\$0.0000"/>	<input type="text" value="\$0.0000"/>	<input type="text" value="\$0.00"/>
Totals					<input type="text"/>	<input type="text"/>
<input type="button" value="Return"/>						

11. Enter the SKU (STOCK NUMBER) in the Article Number field. The description will populate by default once the item is found by the system.

12. Enter the Quantity to be transferred in the Quantity field.

NOTE: The QOH field will populate by default. This number is the quantity on hand.

Refer to the following figure:

Transfers to Other Supply Officers - Article Information							
Expenditure No <input type="text" value="V20632-0152-7545"/>							
Article No	Description	QOH	Quantity	Unit Cost	Total Cost	Reimbursement Cost	
<input type="text" value="0500000393"/>	CANDY, SNICKERS BAR	194	<input type="text" value="194"/>	\$0.3300	\$64.0200	\$64.02	▲
<input type="text" value="0700002396"/>	POP SECRET MW POPCORN BUTTER	590	<input type="text" value="590"/>	\$0.4000	\$236.0000	\$236.00	
<input type="text" value="1100000705"/>	DENTAL FLOSS, J&J WAXED/UNWAXED	252	<input type="text" value="120"/>	\$0.9100	\$109.2000	\$109.20	
<input type="text" value="5523122135MEI"/>	T-SHIRTS, HANES COTTON SZ MED	24	<input type="text" value="24"/>	\$5.9600	\$143.0400	\$120.00	
<input type="text" value=""/>		0	<input type="text" value="0"/>	\$0.0000	\$0.0000	\$0.00	
Totals					<input type="text" value="\$552.26"/>	<input type="text" value="\$529.22"/>	
<input type="button" value="Return"/>							

13. The Unit Cost field populates by default. When you enter quantities in the Quantity field the Total Cost field automatically calculates.
14. The Reimbursement Cost field is designed to populate by default with the same figure as the Total Cost field, however there may be a time that a mutually agreed upon price for transfer is made. In these situations the total cost at the agreed price will be manually entered in this field, overriding the system's Reimbursement Cost price total. Refer to the following figure:

Transfers to Other Supply Officers - Article Information

Expenditure No

Article No	Description	QOH	Quantity	Unit Cost	Total Cost	Reimbursement Cost
0500000393	CANDY, SNICKERS BAR	194	194	\$0.3300	\$64.0200	\$64.02
0700002396	POP SECRET MW POPCORN BUTTER	590	590	\$0.4000	\$236.0000	\$236.00
1100000705	DENTAL FLOSS, J&J WAXED/UNWAXED	252	120	\$0.9100	\$109.2000	\$109.20
5523122135MEI	T-SHIRTS, HANES COTTON SZ MED	24	24	\$5.9600	\$143.0400	\$120.00
		0	0	\$0.0000	\$0.0000	\$0.00

The system calculates the total cost price automatically. In this example 24 units times the cost price of \$5.96

A mutually agreed price was reached at \$5.00 ea. The new Reimbursement Cost is now \$120.00 vice \$143.04

Totals

15. There will be a variance between the Total fields. The difference will be realized and taken up as a Cost of Operations Retail. Refer to the following figure:

Transfers to Other Supply Officers - Article Information

Expenditure No

Article No	Description	QOH	Quantity	Unit Cost	Total Cost	Reimbursement Cost
0500000393	CANDY, SNICKERS BAR	194	194	\$0.3300	\$64.0200	\$64.02
0700002396	POP SECRET MW POPCORN BUTTER	590	590	\$0.4000	\$236.0000	\$236.00
1100000705	DENTAL FLOSS, J&J WAXED/UNWAXED	252	120	\$0.9100	\$109.2000	\$109.20
5523122135MEI	T-SHIRTS, HANES COTTON SZ MED	24	24	\$5.9600	\$143.0400	\$120.00
		0	0	\$0.0000	\$0.0000	\$0.00

The system calculates the total cost price automatically. In this example 24 units times the cost price of \$5.96

A mutually agreed price was reached at \$5.00 ea. The new Reimbursement Cost is now \$120.00 vice \$143.04

Observe that the system captures both totals and that there is a \$23.04 difference.

Totals

16. Click on the Return button to go back to the previous screen.

Canceling a Transfer to Other Supply Officers:

1. To cancel a previously created Transfer to Other Supply Officers that has not been confirmed, scroll and select the appropriate expenditure number from the Transfer Search scroll down field.
2. Click on the Cancel Transfer button and the following message will appear:

The screenshot displays the 'Transfers to Other Supply Officers' interface. At the top, there is a 'Transfer Search' dropdown menu and a row of buttons: 'Add New Transfer', 'Cancel Transfer', 'Print Transfer Invoice', 'Add/View Line Items', 'Confirm Transfer', and 'Return'. Below this is the 'Transfer Information' section, which includes fields for 'Expenditure Number' (V20632-0152-7545), 'Transfer Confirmed' (checkbox), 'Transfer Cancelled' (checkbox), 'Requisitioning Activity' (Sales Officer, USS George Washington (CVN-7), FPO AE 09550-2873), 'Transferring Activity' (SALES OFFICER, USS SAIPAN LHA-2, PIER 5, NORFOLK, VA.), 'Authority Purpose' (NAVSUP PUB 487 par 720), and 'Ships Address' (radio buttons for PierSide Address and FPO Address). A date field shows '30-May-2000'. A modal dialog box titled 'MaxPoint POS System' is open in the center, displaying a warning icon and the message: 'You are about to cancel transfer number V20632-0152-7545. Do you wish to continue?'. The dialog has 'Yes' and 'No' buttons.

3. Click on the Yes button and the transfer will be canceled. You will note that the system will place a check mark in the Transfer Cancelled box located on the right hand side of the screen.

Confirming a Transfer to Other Supply Officers:

NOTE: By confirming a Transfer to Other Supply Officers all items will be expended from stock so ensure that the items have been taken by the Receiving Activity prior to Confirmation.

1. To Confirm a Transfer to Other Supply Officers, scroll and select the appropriate expenditure number from the Transfer Search scroll down field.

- Click on the Confirm Transfer button and the following message will appear:

The screenshot shows the 'Transfers to Other Supply Officers' form. A 'TRANSFER WARNING' dialog box is displayed in the center, stating: 'AFTER CONFIRMING A TRANSFER, YOU WILL NOT BE ABLE TO MAKE ANY CHANGES TO IT.' The dialog has 'OK' and 'Cancel' buttons. The form contains the following fields and controls:

- Transfer Search:** A text input field with a dropdown arrow.
- Buttons:** 'Add New Transfer', 'Cancel Transfer', 'Print Transfer Invoice', 'Add/View Line Items', 'Confirm Transfer' (with a mouse cursor), and 'Return'.
- Transfer Information:**
 - Expenditure Number: V20632-0152-7545
 - Transfer Confirmed: ☐
 - Transfer Cancelled: ☐
- Requisitioning Activity:**
 - Sales Officer: USS George Washington (CVN-7)
 - FPO AE 09550-2873
- Transferring Activity:**
 - SALES OFFICER: USS SAIPAN LHA-2
 - PIER 5: NORFOLK, VA.
 - Authority Purpose: NAVSUP PUB 487 par 720
 - Ships Address:
 - ☒ PierSide Address
 - ☐ FPO Address

- Click on the OK button and the transfer will be confirmed. You will note that the system will place a check mark in the Transfer Confirmed box located on the right hand side of the screen. Refer to the following figure:

The screenshot shows the 'Transfers to Other Supply Officers' form after the transfer has been confirmed. The 'Transfer Confirmed' checkbox is now checked, and the 'Transfer Cancelled' checkbox remains unchecked. The form contains the following fields and controls:

- Transfer Search:** A text input field with a dropdown arrow.
- Buttons:** 'Add New Transfer', 'Cancel Transfer', 'Print Transfer Invoice', 'Add/View Line Items', 'Confirm Transfer', and 'Return'.
- Transfer Information:**
 - Expenditure Number: V20632-0152-7545
 - Transfer Confirmed: ☒
 - Transfer Cancelled: ☐
- Requisitioning Activity:**
 - Sales Officer: USS George Washington (CVN-73)
 - FPO AE 09550-2873
 - Requisition Number: V21214-0152-9925
 - Delivery Required: 30-May-2000
 - Shipped Date: 30-May-2000
- Transferring Activity:**
 - SALES OFFICER: USS SAIPAN LHA-2
 - PIER 5: NORFOLK, VA.
 - Authority Purpose: NAVSUP PUB 487 par 720
 - Ships Address:
 - ☒ PierSide Address
 - ☐ FPO Address

TRANSFER TO OTHER SUPPLY OFFICER	Confirmed	Page 1 of 1	4.TRANSFER DATE 31-May-00	5. EXPENDITURE NUMBER FROM TRANSFERING SHIP V20632-0152-7545
6. TRANSFERRED FROM UIC V20632 USS SAIPAN LHA-2 09549-1605		7. DATE MATERIAL REQUIRED 30-May-00		
9. TRANSFERRED TO: Sales Officer USS George Washington (CVN-73) FPO AE 09550-2873		10. AUTHORITY OR PURPOSE NAVSUP PUB 487 par 7200		12. REQUISITION NUMBER FROM RECEIVING SHIP V21214-0152-9925
		11. SIGNATURE		
13. SHIP TO: Sales Officer USS George Washington (CVN-73) FPO AE 09550-2873		14. DATE SHIPPED		
		15. MODE OF SHIPMENT		
		16. AIR MOVEMENT DESIGNATOR		

17. Accounting and Appropriation Data									
Appropriation Symbol And SubHead	Object class	Bureau Control No.	Sub Allot	Authorization Acct'g Act*Yo	Trans Type	Property Acct'g Act'y	Cost Code	Amount	
97X4930.NC1A	000	21001	0	000250	7C	V21214	000001529925	\$529.22	

Stock Number	Description	Qty	Unit	Book Cost	Book Cost Ext.	XFER Cost	XFER COST Ext.	Gain (loss)
0500000393	CANDY, SNICKERS BAR	194	EA	\$0.3300	\$64.02	\$0.3300	\$64.02	\$0.00
1100000705	DENTAL FLOSS, J&J WAXED/UNWAXED	120		\$0.9100	\$109.20	\$0.9100	\$109.20	\$0.00
0700002396	POP SECRET MW POPCORN BUTTER	590		\$0.4000	\$236.00	\$0.4000	\$236.00	\$0.00
5523122135MED	T-SHIRTS, HANES COTTON SZ MED	24	PK	\$5.9600	\$143.04	\$5.0000	\$120.00	(\$23.04)

Total Book Cost	\$552.26
Gain(Loss) realized, posted to Cost of Ops Retail	(\$23.04)
Expenditure Total	\$529.22

Approved for transfer by _____

Received by _____

Date _____

Transfer to Other Appropriations:

This function lets you transfer stock to other divisions (for example, the officer's mess) outside your ship's store system, but within your ship. Double-click on this selection and the following screen will appear:

The screenshot shows a software interface titled "Transfers to Other Appropriations". At the top, there is a "Transfer Search" dropdown menu. To its right are three buttons: "Add New Transfer", "Cancel Transfer", and "Print Transfer Invoice". Below these are two more buttons: "Add/View Line Items" and "Confirm Transfer", followed by a "Return" button. The main section is divided into several tabs: "Transfer Information", "Requisitioning Activity", "Transferring Activity", and "Accounting Data". The "Transfer Information" tab is active, showing fields for "Expenditure Number", "Requisition Number", "Delivery Required", and "Shipped Date". There are also checkboxes for "Transfer Confirmed" and "Transfer Cancelled". The "Requisitioning Activity" tab shows three empty text boxes. The "Transferring Activity" tab shows "Authority Purpose" and "Mode of Shipment" dropdown menus, and a "Ships Address" section with radio buttons for "PierSide Address" and "FPO Address". The "Accounting Data" tab has an "Input Acct. Data" button.

From this screen, you can initiate the movement of stock to a division/ department within your ship.

1. To create a new Transfer to other Appropriates, click on the Add New Transfer button. The Expenditure Number field will be automatically populated with the next available expenditure number. Refer to the following figure:

Transfers to Other Appropriations			
Transfer Search <input type="text"/>	Add New Transfer	Cancel Transfer	Print Transfer Invoice
	Add/View Line Items	Confirm Transfer	Return
Transfer Information			
Expenditure Number <input type="text" value="V20632-0154-7547"/>		Transfer Confirmed <input type="checkbox"/>	
		Transfer Cancelled <input type="checkbox"/>	
Requisitioning Activity			
<input type="text"/>	Requisition Number <input type="text"/>		
<input type="text"/>	Delivery Required <input type="text"/>	Shipped Date <input type="text"/>	
<input type="text"/>			
Transferring Activity			
SALES OFFICER	Authority Purpose <input type="text"/>	Ships Address	
USS SAIPAN LHA-2	Mode of Shipment <input type="text"/>	<input checked="" type="radio"/> PierSide Address	
PIER 5		<input type="radio"/> FPO Address	
NORFOLK, VA.			
Accounting Data			
<input type="button" value="Input Acct. Data"/>			

2. Enter the position title of the officer in charge of the requisitioning activity. I.E. Food Service Officer, Supply Officer etc., on the first line of the Requisitioning Activity field.
3. Enter the name and hull number of the ship on the second line in the Requisitioning Activity field.
4. Enter the FPO address on the third line on the Requisitioning Activity field.
5. Enter the Requisition Number in the Requisition Number field.
6. Double click in the Delivery Required field and select the date that delivery is required.
7. Double click in the Shipped Date field and select the date that the stock was or will be shipped.
8. Scroll and select the appropriate statement in the Authority Purpose field.
9. Scroll and select the method of shipment in the Mode of Shipment filed. Refer to the following figure:

Transfers to Other Appropriations

Transfer Search

Transfer Information

Expenditure Number

Transfer Confirmed ☐

Transfer Cancelled ☐

Requisitioning Activity

Delivery Required Shipped Date

Transferring Activity

Ships Address

☐ PierSide Address
☒ FPO Address

Scroll and select the appropriate selection.

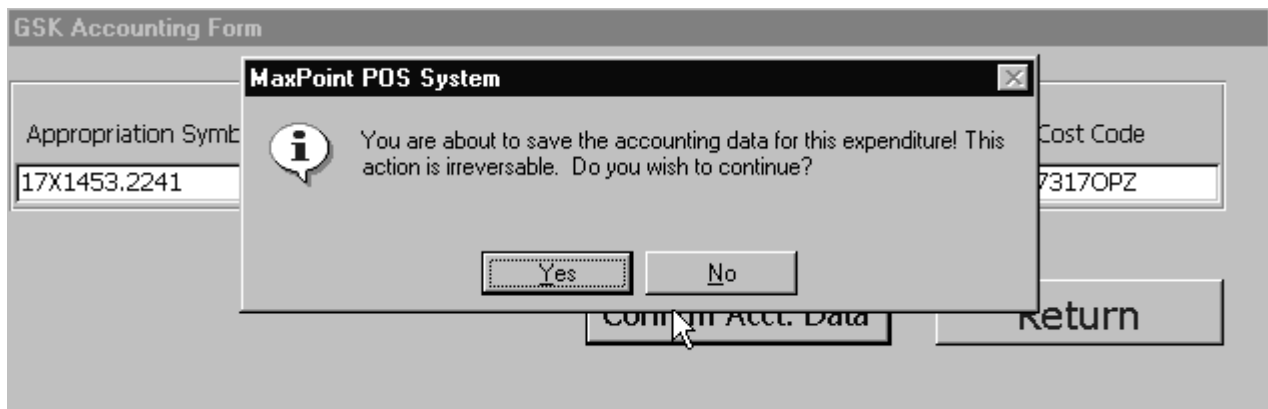
Accounting Data

10. Click on the Input Acct. Data button and the following screen will appear:

GSK Accounting Form

Appropriation Symbol	Obj.	Cls	Bureau Ctr No.	Sub Allot.	Auth.	Acct.	Trans Type	Prop. Acct.	Cost Code
17X1453.2241	026	41118	0	000031	1J			206327317OPZ	

11. Once you have entered all the accounting data click on the Confirm Acct. Data button. The following message will appear:



12. Click on the Yes button to confirm information or No not to confirm.

NOTE: Ensure that prior to confirming the Input Acct. that you have the correct and complete Accounting data to be entered. If you do not complete this field in its entirety the information cannot be changed later. A new expenditure will need to be generated.

Note: X=THE FISCAL YEAR. This Accounting data will be obtained from the Requisitioning activity.

The screenshot shows the 'GSK Accounting Form' window. It features a table with the following data:

Appropriation Symbol	Obj.	Cls	Bureau Ctrl No.	Sub Allot.	Auth.	Acct.	Trans Type	Prop. Acct.	Cost Code
17X1453.2241	026	41118	0	000031	1J			206327317OPZ	

Below the table are two buttons: 'Confirm Acct. Data' and 'Return'. A mouse cursor is pointing at the 'Return' button.

13. Click on the Return button to return to the previous screen.

Transfers to Other Appropriations

Transfer Search:

Transfer Information

Expenditure Number:

Requisitioning Activity:

Requisition Number:

Delivery Required: Shipped Date:

Transferring Activity:

Authority Purpose:

Mode of Shipment:

Ships Address: ☐ PierSide Address
☒ FPO Address

Accounting Data:

Greyed out until transaction is completed.

Transfer Confirmed ☐

Transfer Cancelled ☐

Click to add or view line items.

14. Click on the Add/ View Line Items button and the following screen will appear:

Transfers to Other Appropriation - Article Information

Expenditure No:

Article No	Description	QOH	Quantity	Unit Cost	Total Cost	Reimbursement Cost
<input type="text"/>	<input type="text"/>	0	0	\$0.0000	\$0.0000	\$0.00

Totals:

15. Enter the SKU (STOCK NUMBER) in the Article Number field. The description will populate by default one the item is found by the system.

16. Enter the Quantity to be transferred in the Quantity field.

NOTE: The QOH field will populate by default. This number is the quantity on hand.

Refer to the following figure:

Transfers to Other Appropriation - Article Information

Expenditure No: V20632-0154-7547

Article No	Description	QOH	Quantity	Unit Cost	Total Cost	Reimbursement Cost
0700005924	CHIPS, CHEETOS CRUNCHY VENDING	432	200	\$0.2200	\$44.0000	\$44.00
0700005932	SNACK, DORITO NACHO VENDING	880	200	\$0.2200	\$44.0000	\$44.00
0700005936	SNACK, FRITO REG V/MACHINE	559	200	\$0.2100	\$44.0000	\$44.00
0700005938	SNACK, LAYS KC BBQ VENDING	548	200	\$0.2200	\$44.0000	\$44.00
0700005940	SNACK, LAYS REGULAR VENDING	622	200	\$0.2200	\$44.0000	\$44.00
*		0	0	\$0.0000	\$0.0000	\$0.00

Totals: \$220.00 \$220.00

Return

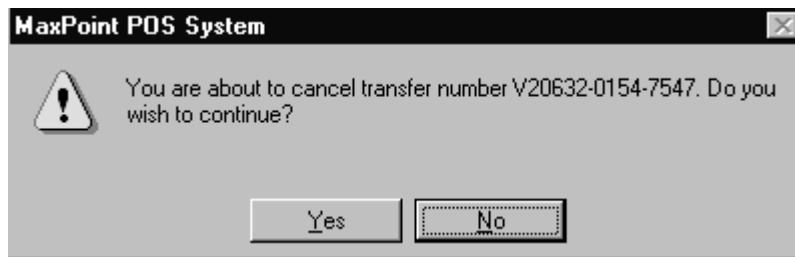
17. The Unit Cost field populates by default. When you enter quantities in the Quantity field the Total Cost field automatically calculates.

18. The Reimbursement Cost field is designed to populate by default with the same figure as the Total Cost field, however there may be a time that a mutually agreed upon price for transfer is made. In these situations the total cost at the agreed price will be manually entered in this field, overriding the system's Reimbursement Cost price total. There will be a variance between the Total fields. The difference will be realized and taken up as a Cost of Operations Retail.

19. Click on the Return button to go back to the previous screen.

Canceling a Transfer to Other Appropriations:

1. To cancel a previously created Transfer to Other Appropriations that has not been confirmed, scroll and select the appropriate expenditure number from the Transfer Search scroll down field.
2. Click on the Cancel Transfer button and the following message will appear:



3. Click on the Yes button and the transfer will be canceled. You will note that the system will place a check mark in the Transfer Cancelled box located on the right hand side of the screen.

Confirming a Transfer to Other Appropriations:

NOTE: By confirming a Transfer to Other Supply Officers all items will be expended from stock so ensure that the items have been taken by the Receiving Activity prior to Confirmation.

1. To Confirm a Transfer to Other Appropriations, scroll and select the appropriate expenditure number from the Transfer Search scroll down field.
2. Click on the Confirm Transfer button and the following message will appear:



3. Click on the OK button and the transfer will be confirmed. You will note that the system will place a check mark in the Transfer Confirmed box located on the right hand side of the screen. Refer to the following figure:

Transfers to Other Appropriations			
Transfer Search <input type="text"/>	Add New Transfer	Cancel Transfer	Print Transfer Invoice
	Add/View Line Items	Confirm Transfer	Return
Transfer Information			
Expenditure Number <input type="text" value="V20632-0154-7547"/>		Transfer Confirmed <input checked="" type="checkbox"/>	
		Transfer Cancelled <input type="checkbox"/>	
Requisitioning Activity			
Food Service Officer	Requisition Number <input type="text" value="V20632-0154-1234"/>		
USS Saipan (LHA-2)			
FPO 09549-1605	Delivery Required <input type="text" value="02-Jun-2000"/>	Shipped Date <input type="text" value="02-Jun-2000"/>	
Transferring Activity			
SALES OFFICER	Authority Purpose <input type="text" value="NAVSUP PUB 487 par 732"/>	Ships Address	
USS SAIPAN LHA-2	Mode of Shipment <input type="text" value="HAND DELIVERED"/>	<input type="radio"/> PierSide Address	
FPO AE 09549-1605		<input checked="" type="radio"/> FPO Address	
Accounting Data			
<input type="button" value="Input Acct. Data"/>			

4. Click on the Return button.

TRANSFER TO OTHER APPROPRIATION	Confirmed	Page 1 of 1	4. TRANSFER DATE 02-Jun-00	5. EXPENDITURE NUMBER FROM TRANSFERING SHIP V20632-0154-7547				
6. TRANSFERRED FROM V20632 USS SAIPAN LHA-2 09549-1605		7. DATE MATERIAL REQUIRED 02-Jun-00		8. PRIORITY				
9. TRANSFERRED TO: Food Service Officer USS Saipan (LHA-2) FPO 09549-1605		10. AUTHORITY OR PURPOSE NAVSUP PUB 487 par 7321						
		11. SIGNATURE		12. REQUISITION NUMBER FROM RECEIVING SHIP V20632-0154-1234				
13. SHIP TO: Food Service Officer USS Saipan (LHA-2) FPO 09549-1605		14. DATE SHIPPED						
		15. MODE OF SHIPMENT						
		16. AIR MOVEMENT DESIGNATOR						
17. Accounting and Appropriation Data								
Appropriation Symbol And SubHead	Object class	Bureau Control No.	Sub Allot	Authorization Acct'g Act'Y	Trans Type	Property Acct'g Act'y	Cost Code	Amount
17X1453.2241	026	41118	0	000031	1J	N/A	206327317OPZ	\$220.00

Stock Number	Description	Qty	Unit	Book Cost	Book Cost Ext.	XFER Cost	XFER COST Ext.	Gain (loss)
0700005924	CHIPS, CHEETOS CRUNCHY VENDING	200	EA	\$0.2200	\$44.00	\$0.2200	\$44.00	\$0.00
0700005932	SNACK, DORITO NACHO VENDING	200		\$0.2200	\$44.00	\$0.2200	\$44.00	\$0.00
0700005936	SNACK, FRITO REG V/MACHINE	200		\$0.2100	\$42.00	\$0.2200	\$44.00	\$2.00
0700005938	SNACK, LAYS KC BBQ VENDING	200		\$0.2200	\$44.00	\$0.2200	\$44.00	\$0.00
0700005940	SNACK, LAYS REGULAR VENDING	200		\$0.2200	\$44.00	\$0.2200	\$44.00	\$0.00

Total Book Cost	\$218.00
Gain(Loss) realized, posted to Cost of Ops Retail	\$2.00
Expenditure Total	\$220.00

Approved for transfer by _____

Received by _____

Date _____

Confirmed Transfer Other Appropriation

Bulk Sales / Credit Memo:

This function lets you return unsold or defective stock to vendors for cash refund or credit, and conduct Bulk Sales. Click on this option, and the following screen will appear:

The screenshot shows the 'Bulk Sales (Cash Refund)/Credit Memo' window. It features a top toolbar with buttons: 'Print', 'Cancel', 'Help', 'Add/View Line Items', 'New Document', 'Confirm', and 'Return'. Below the toolbar is the 'Expenditure Search' section with a dropdown menu. The main area is divided into several sections: 'Expenditure Information' containing 'Expenditure No' (V20632-0077-7534), 'Cost Code' (000000777534), 'Receipt No' (0069), and 'Expenditure Type' (radio buttons for 'Cash Refund/ Bulk Sale' and 'Credit Memorandum', with 'Credit Memorandum' selected). To the right of 'Expenditure Type' are 'Confirmed' and 'Cancelled' checkboxes. Below this is the 'Vendor/Shipped To Information' section with fields for 'Order Number', 'Date Required', 'Authority Purpose', and 'Date Shipped'. At the bottom left is the 'From' section with the text 'SALES OFFICER', 'USS SAIPAN LHA-2', 'PIER 5', and 'NORFOLK, VA.'. At the bottom right is the 'Ships Address' section with radio buttons for 'PierSide Address' and 'FPO Address'.

Creating Credit Memorandums:

1. Click on the New Document button. The next available expenditure number will be assigned.
2. Select the Credit Memorandum option in the Expenditure Type field. Refer to the following figure:

This screenshot is identical to the one above, but with an oval highlighting the 'Expenditure Type' section. A callout line points to the 'Credit Memorandum' radio button, which is selected. The text 'Select the type of transaction you want to initiate.' is visible next to the radio buttons.

3. Enter the name of the Vendor on the first line of the Vendor/ Shipped to Information field.
4. Enter the address of the vendor the second through fourth lines in the Vendor/ Shipped to Information field.
5. Enter the Purchase Order number that the stock was originally ordered in the Order Number field.
6. Double click and select the appropriate date in the Date required field.
7. Double click and select the appropriate date in the Date Shipped field.
8. Scroll and select the appropriate statement in the Authority Statement field.
9. Select the appropriate address in the Ships Address field. Refer to the following figure:

Bulk Sales (Cash Refund)/Credit Memo

Expenditure Search: V20632-0154-7548

Print Cancel Help

Add/View Line Items New Document Confirm Return

Expenditure Information

Expenditure No: V20632-0154-7548 Cost Code: 000001547548

Receipt No: 0090

Expenditure Type:
☐ Cash Refund/ Bulk Sale
☒ Credit Memorandum

Confirmed ☐
Cancelled ☐

Vendor/Shipped To Information

C. Lloyd Johnson Inc.
1234 Hampton Blvd.
Norfolk, VA. 65432

Order Number: V20632-0091-9754
Date Required: 15-Jun-2000

Authority Purpose: NAVSUP PUB 487 par 7522
Date Shipped: 6/2/2000

From

SALES OFFICER
USS SAIPAN LHA-2
PIER 5
NORFOLK, VA.

Ships Address:
☒ PierSide Address
☐ FPO Address

10. Click on the Add/View Line Items button. The following screen will appear:

Bulk Sales/Cash Refund - Article Information

Expenditure No

Article No	Description	QOH	Quantity	Unit Cost	Total Cost	Reimbursement Cost
<input type="text" value=""/>	<input type="text" value=""/>	0	0	\$0.0000	\$0.0000	\$0.00

Totals

11. Enter the SKU (STOCK NUMBER) in the Article Number field. The description will populate by default one the item is found by the system.

12. Enter the Quantity to be returned in the Quantity field.

NOTE: The QOH field will populate by default. This number is the quantity on hand. Refer to the following figure:

Bulk Sales/Cash Refund - Article Information

Expenditure No

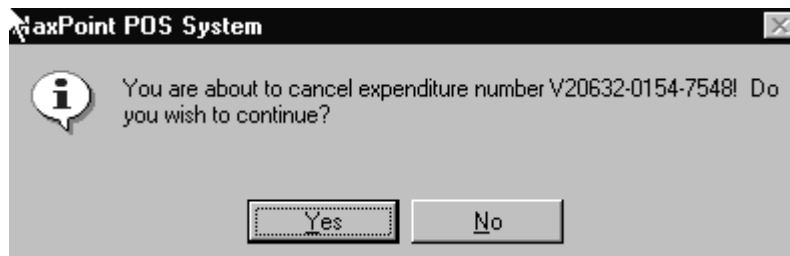
Article No	Description	QOH	Quantity	Unit Cost	Total Cost	Reimbursement Cost
<input type="text" value="2300003733S"/>	HEADPHONE SONY EARBUD #MDRE821LP	10	10	\$5.9500	\$59.5000	\$59.50
<input type="text" value="2300003734S"/>	HEADPHONE SONY VERTICLE EAR #MDR-A	15	15	\$14.1000	\$211.5000	\$180.00
<input type="text" value=""/>	<input type="text" value=""/>	0	0	\$0.0000	\$0.0000	\$0.00

Totals

13. The Unit Cost field populates by default. When you enter quantities in the Quantity field the Total Cost field automatically calculates.
14. The Reimbursement Cost field is designed to populate by default with the same figure as the Total Cost field, however there may be a time that a mutually agreed upon price for return is made. In these situations the total cost at the agreed price will be manually entered in this field, overriding the system's Reimbursement Cost price total. There will be a variance between the Total fields. The difference will be realized and taken up as a Cost of Operations Retail.
15. Click on the Return button to go back to the previous screen.

Canceling a Credit Memorandum:

1. To cancel a previously created Credit Memorandum that has not been confirmed, scroll and select the appropriate expenditure number from the Expenditure Search scroll down field.
2. Click on the Cancel Transfer button and the following message will appear:



3. Click on the Yes button and the transfer will be canceled. You will note that the system will place a check mark in the Cancelled box located on the right hand side of the screen.

Confirming a Credit Memorandum:

1. To Confirm a Credit Memorandum, scroll and select the appropriate expenditure number from the Expenditure Search scroll down field.
2. Click on the Confirm button and the following message will appear:



3. Click on the OK button and the credit memorandum will be confirmed. You will note that the system will place a check mark in the Confirmed box located on the right hand side of the screen.

Credit Memorandum Retail Confirmed

Page 1 of 1	4.EXPENDITURE DATE 02-Jun-00	5. EXPENDITURE NUMBER V20632-0154-7548
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6. FROM UIC V20632 USS SAIPAN LHA-2 09549-1605	7. DATE MATERIAL REQUIRED 15-Jun-00	8. PRIORITY
	10. AUTHORITY OR PURPOSE NAVSUP PUB 487 par 7522	
9. TO: C. Lloyd Johnson Inc. 1234 Hampton Blvd. Norfolk, VA. 65432	11. SIGNATURE	12. VOUCHER # V20632-0091-9754
	13. SHIP TO C. Lloyd Johnson Inc. 1234 Hampton Blvd. Norfolk, VA. 65432	
14. DATE SHIPPED 6/2/2000		
15. MODE OF SHIPMENT		
16. AIR MOVEMENT DESIGNATOR		

17. Accounting and Appropriation Data								
Appropriation Symbol And SubHead	Object class	Bureau Control No.	Sub Allot	Authorization Acct'g Act'y	Trans Type	Property Acct'g Act'y	Cost Code	Amount
97X4930.NC1A	000	21001	0	000250	7C	V20632	000001547548	\$239.50

Stock Number	Description	Qty	Unit	Cost	Ext. Cost	Sale/Credit	Gain (loss)
2300003733S	HE ADPHONE SONY EARBUD #MDRE821LP	10	EA	\$5.9500	\$59.50	\$59.50	\$0.00
2300003734S	HE ADPHONE SONY VERTICLE E AR #MDR-A44L	15		\$14.1000	\$211.50	\$180.00	(\$31.50)

Total Book Cost	\$271.00
Gain(Loss) realized, posted to Cost of Ops Retail	(\$31.50)
Expenditure Total	\$239.50

Confirmed Credit Memo

Creating a Cash Refund/Bulk Sale:

1. Click on the New Document button.
2. Select the Cash Refund/Bulk Sale option in the Expenditure Type field. The next available expenditure number will be assigned. Refer to the following figure:

The screenshot shows a software interface titled "Bulk Sales (Cash Refund)/Credit Memo". At the top, there is a menu bar with "Print", "Cancel", and "Help". Below this is a toolbar with "Add/View Line Items", "New Document", "Confirm", and "Return". The main form is divided into several sections: "Expenditure Search" with a dropdown menu; "Expenditure Information" containing fields for "Expenditure No" (V20632-0157-7550), "Cost Code" (000001577550), "Receipt No", and "Expenditure Type" (radio buttons for "Cash Refund/ Bulk Sale" and "Credit Memorandum"); "Vendor/Shipped To Information" with four text input lines, "Order Number", "Authority Purpose" (dropdown), "Date Required", and "Date Shipped"; "From" with pre-filled text: "SALES OFFICER", "USS SAIPAN LHA-2", "PIER 5", "NORFOLK, VA."; and "Ships Address" with radio buttons for "PierSide Address" and "FPO Address". There are also "Confirmed" and "Cancelled" checkboxes.

3. For Cash Refunds-Enter the name of the Vendor on the first line of the Vendor/ Shipped to Information field.

For Bulk Sales-Enter Officer in Charge on the first line of the Vendor/Shipped to Information field.

4. Enter the UIC and address of the vendor or requisitioning activity on the second through fourth lines in the Vendor/ Shipped to Information field.
5. For Cash Refunds-Enter the Purchase Order number that the stock was originally ordered in the Order Number field.

For Bulk Sales-Enter the Order Number supplied by the requisitioning activity.

6. Double click and select the appropriate date in the Date required field.
7. Double click and select the appropriate date in the Date Shipped field.

8. Scroll and select the appropriate statement in the Authority Statement field. Refer to the following figure:

Bulk Sales (Cash Refund)/Credit Memo

Expenditure Search: V20632-0157-7550

Print Cancel Help

Add/View Line Items New Document Confirm Return

Expenditure Information

Expenditure No: V20632-0157-7550 Cost Code: 000001577550 Expenditure Type: ☒ Cash Refund/ Bulk Sale ☐ Credit Memorandum

Confirmed ☐ Cancelled ☐

Receipt No:

Vendor/Shipped To Information

Officer In Charge: Navy Exchange Norfolk

1818 SOUTH DR

Norfolk, VA 65432

Order Number: enter number here

Authority Purpose: NAVSUP PUB 487 par 7321
NAVSUP PUB 487 par 7200
NAVSUP PUB 487 par 7522
NAVSUP PUB 487 par 2205

Date Required:

Date Shipped:

From: SALES OFFICER
USS SAIPAN LHA-2
PIER 5
NORFOLK, VA.

Order Number Supplied by the requisitioning activity.

Ships Address: ☒ PierSide Address ☐ FPO Address

Select the appropriate statement as referenced by the P-487.

9. Click on the Add/View Line Items button.

Bulk Sales/Cash Refund - Article Information

Expenditure No

Article No	Description	QOH	Quantity	Unit Cost	Total Cost	Reimbursement Cost
▶ <input type="text" value="1000005301"/>	DEORDERANT MITCHUM ROLL ON	24	<input type="text" value="24"/>	\$2.5400	\$60.9600	\$60.96
<input type="text" value="1100002108"/>	SHAMPOO, PERT PLUS 7oz (AFS)	24	<input type="text" value="24"/>	\$1.9700	\$47.2800	\$47.28
<input type="text" value="1100002231"/>	REVLON FLEX BALSON	24	<input type="text" value="24"/>	\$1.9000	\$45.6000	\$45.60
<input type="text" value="1100003801"/>	SUNTAN COPPERTONE SPF4 FLAM	48	<input type="text" value="48"/>	\$3.1500	\$151.2000	\$151.20
* <input type="text" value=""/>		0	<input type="text" value="0"/>	\$0.0000	\$0.0000	\$0.00

Totals

10. Enter the SKU (STOCK NUMBER) in the Article Number field. The description will populate by default once the item is found by the system.

11. Enter the Quantity to be returned or Transferred in the Quantity field.

NOTE: The QOH field will populate by default. This number is the quantity on hand.

Refer to the following figure:

Bulk Sales/Cash Refund - Article Information

Expenditure No

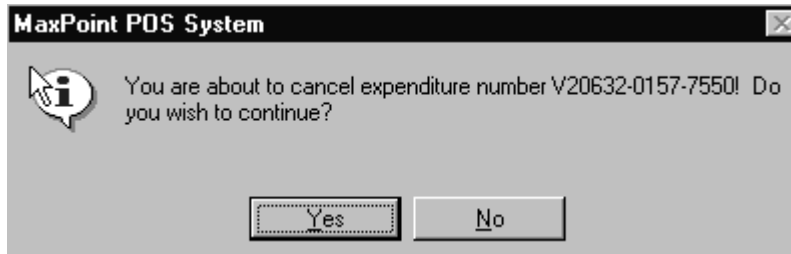
Article No	Description	QOH	Quantity	Unit Cost	Total Cost	Reimbursement Cost
▶ 1000005301	DEORDERANT MITCHUM ROLL ON	24	24	\$2.5400	\$60.9600	\$60.96
1100002108	SHAMPOO, PERT PLUS 7oz (AFS)	24	24	\$1.9700	\$47.2800	\$47.28
1100002231	REVLON FLEX BALSON	24	24	\$1.9000	\$45.6000	\$45.60
1100003801	SUNTAN COPPERTONE SPF4 FLAM	48	48	\$3.1500	\$151.2000	\$151.20
* <input type="text" value=""/>		0	0	\$0.0000	\$0.0000	\$0.00

Totals

12. The Unit Cost field populates by default. When you enter quantities in the Quantity field the Total Cost field automatically calculates.
13. The Reimbursement Cost field is designed to populate by default with the same figure as the Total Cost field, however there may be a time that a mutually agreed upon price for return is made. In these situations the total cost at the agreed price will be manually entered in this field, overriding the system's Reimbursement Cost price total. There will be a variance between the Total fields. The difference will be realized and taken up as a Cost of Operations Retail.
14. Click on the Return button to go back to the previous screen.

Canceling a Cash Refund/Bulk Sale:

1. To cancel a previously created Cash Refund or Bulk Sale that has not been confirmed, scroll and select the appropriate expenditure number from the Expenditure Search scroll down field.
2. Click on the Cancel Transfer button and the following message will appear:



3. Click on the Yes button and the transfer will be canceled. You will note that the system will place a check mark in the Cancelled box located on the right hand side of the screen.

Confirming a Cash Refund/ Bulk Sale:

1. To Confirm a Cash Refund or Bulk Sale, scroll and select the appropriate expenditure number from the Expenditure Search scroll down field.
2. Click on the Confirm button and the following message will appear:



3. Click on the OK button and the credit memorandum will be confirmed. You will note that the system will place a check mark in the Confirmed box located on the right hand side of the screen.

Bulk Sale/ Cash Refund

Retail Confirmed

Page 1 of 1	4.EXPENDITURE DATE 05-Jun-00	5.EXPENDITURE NUMBER V20632-0157-7550
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6. FROM UIC V20632 USS SAIPAN LHA-2 09549-1605				7. DATE MATERIAL REQUIRED 06-Jun-00				8. PRIORITY			
9. TO: Officer In Charge Navy Exchange Norfolk 1818 SOUTH DR Norfolk, VA 65432				10. AUTHORITY OR PURPOSE NAVSUP PUB 487 par 2205							
				11. SIGNATURE				12. VOUCHER # enter number here			
13. SHIP TO Officer In Charge Navy Exchange Norfolk 1818 SOUTH DR Norfolk, VA 65432				14. DATE SHIPPED 6/5/2000							
				15. MODE OF SHIPMENT							
				16. AIR MOVEMENT DESIGNATOR							
17. Accounting and Appropriation Data											
Appropriation Symbol And SubHead		Object class	Bureau Control No.	Sub Allot	Authorization Acct'g Act'Y	Trans Type	Property Acct'g Act'Y	Cost Code	Amount		
97X4930.NC1A		000	21001	0	000250	7C	V20632	000001577550	\$305.04		

Stock Number	Description	Qty	Unit	Cost	Ext. Cost	Sale/Credit	Gain (loss)
1000005301	DE ORDER ANT MITCHUM ROLL ON	24	EA	\$2.5400	\$60.96	\$60.96	\$0.00
1100002231	REVLON FLEX BALSON	24		\$1.9000	\$45.60	\$45.60	\$0.00
1100002108	SHAMPOO, PERT PLUS 7oz (AFS)	24		\$1.9700	\$47.28	\$47.28	\$0.00
1100003801	SUNTAN COPPERTONE SPF4 FLAM	48		\$3.1500	\$151.20	\$151.20	\$0.00

Total Book Cost	\$305.04
Gain(Loss) realized, posted to Cost of Ops Retail	\$0.00
Expenditure Total	\$305.04

Confirmed Bulk Sale/ Cash Refund

Cost of Operations:

This function allows you to transfer stock to your own ship's store system, for the purpose of using this stock for your operation. Double-click on this selection and the following screen will appear:

Cost of Operations (Retail/Vending)

Cost of Ops Search

New Cost of Ops Print Invoice Confirm Cost of Ops

Add/View Line Items Cancel Cost of Ops Return

Cost of Ops Information

Expenditure No

Location created 99

Cost of Ops date 05-Jun-2000

Type of Cost

☐ Vending Sales

☒ Retail Sales

Cost of Ops Confirmed ☐

Cost of Ops Cancelled ☐

Notes

1. To create a new Cost of Ops transaction click on the New Cost of Ops button. The next expenditure number will automatically be assigned. Refer to the following picture:

Cost of Operations (Retail/Vending)

Cost of Ops Search

New Cost of Ops Print Invoice Confirm Cost of Ops

Add/View Line Items Cancel Cost of Ops Return

Cost of Ops Information

Expenditure No 6180

Location created 99

Cost of Ops date 05-Jun-2000

Type of Cost

☐ Vending Sales

☒ Retail Sales

Cost of Ops Confirmed ☐

Cost of Ops Cancelled ☐

Notes

2. Select the appropriate operation in the Type of Cost field. Refer to the following figure:

Cost of Operations (Retail/Vending)

Cost of Ops Search:

Cost of Ops Information

Expenditure No:

Location created:

Cost of Ops date:

Type of Cost:

☐ Vending Sales
☒ Retail Sales

Cost of Ops Confirmed: ☐

Cost of Ops Cancelled: ☐

Notes:

Select the type of cost.

- You can enter any notes on the transaction in the Notes field, however these notes do not appear on the final document.
- Click on the Add/View Line Items button. The following screen will appear:

Cost of Operations - Article Information

Expenditure No:

Article No	Description	QOH	Quantity	Unit Cost	Total Cost
<input type="text"/>			<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="\$0.0000"/>

Total:

- Enter the SKU (STOCK NUMBER) in the Article Number field. The description will populate by default.
- Enter the Quantity in the Quantity field.

NOTE: The QOH field will populate by default. This number is the quantity on hand.

Refer to the following figure:

Article No	Description	QOH	Quantity	Unit Cost	Total Cost
2252200039	BATTERIES, ENERGIZER SIZE "D" 2pk	48	10	\$1.5200	\$15.2000
		0	0	\$0.0000	\$0.0000

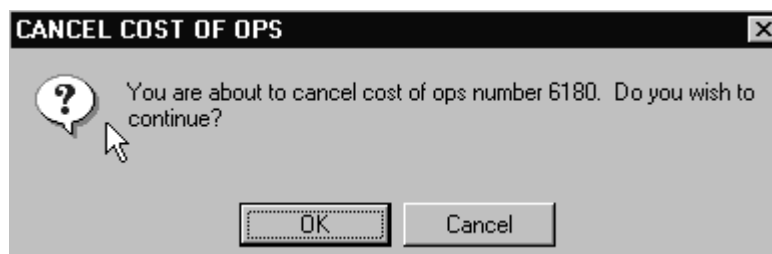
Total \$15.20

Return

7. The Unit Cost field populates by default. When you enter quantities in the Quantity field the Total Cost field automatically calculates.
8. Click on the Return button to go back to the previous screen.

Canceling a Cost of Ops:

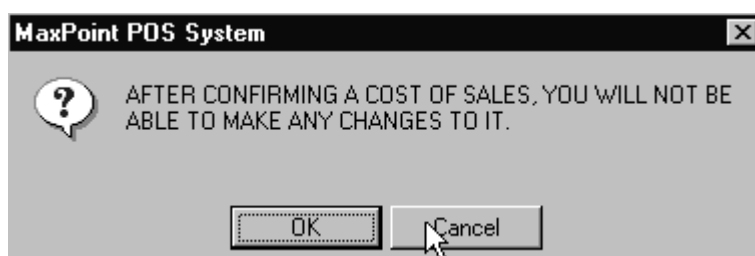
1. To cancel a previously created Cost of Ops that has not been confirmed, scroll and select the appropriate expenditure number from the Cost of Ops Search scroll down field.
2. Click on the Cancel Cost of Ops button and the following message will appear:



3. Click on the Yes button and the transfer will be canceled. You will note that the system will place a check mark in the Cancelled box located on the right hand side of the screen.

Confirming a Cost of OP's:

1. To Confirm a Credit Memorandum, scroll and select the appropriate expenditure number from the Cost of Ops Search scroll down field.
2. Click on the Confirm Cost of Ops button and the following message will appear:



3. Click on the OK button and the credit memorandum will be confirmed. You will note that the system will place a check mark in the Confirmed box located on the right hand side of the screen.

Confirmed

Cost of Operations Retail

Run Date: 6/5/00

Run Time: 11:39

T R A N S F E R	Store To Cost of Operations Retail Store From 99		
	Breakout Number 6180	MERCHANDISE RECEIVED BY (SIGNATURE) (DATE)	
		MERCHANDISE DELIVERED BY (SIGNATURE) (DATE)	
		THIS FOR ISSUED BY (SIGNATURE) (DATE)	

Stock #	Description	Unit	Cost	Quantity Requested	Extended Cost	Qty sent from Store	Qty Rcvd at Store
2252200039	BATTERIES, ENERGIZER SIZE "D" 2pk	EA	\$1.52	10	\$15.20	99	0
Grand Total					\$15.20		

Confirmed Cost of OP's

Surveys:

This function lets you document and quantify the circumstances and monetary impact associated with the loss of, or damage to ship's store stock. A *survey* is the process of assessing and reporting these circumstances or incidents and then charging the stock off of your ships store operation. To create or review a survey, double-click on this selection, and the following screen will appear:

Survey			
Survey Search <input type="text"/>		Print Survey Invoice	Cancel Survey
		Add/View Line Items	Return
		New Survey	Confirm Survey
Survey Information			
Expenditure No <input type="text"/>	Survey Type <input checked="" type="radio"/> NWCF <input type="radio"/> SSPN, RETAIL <input type="radio"/> SSPN, VENDING		Survey Confirmed <input type="checkbox"/>
Reason <input type="text"/>			Survey Cancelled <input type="checkbox"/>
		Loss/Gain Discovered <input type="text"/>	
9. Circumstances under which property was		<input checked="" type="checkbox"/> Lost <input type="checkbox"/> Gained <input type="checkbox"/> Damaged <input type="checkbox"/> Destroyed	
<input type="text"/>			
10. Actions Taken to Correct Circumstances reported in block 9 and prevent future occurrences			
<input type="text"/>			
11. Individual completing blocks 9 and 10			
a. Typed Name (Last, First, Initial) <input type="text"/>		d. Autovon No <input type="text"/>	
12. Responsible Officer			
a. Organizational Address <input type="text"/>		b. Name <input type="text"/>	
		c. Autovon No <input type="text"/>	
13. Accountable Officer			
a. No of documents used to adjust property record <input type="text" value="0"/>			
b. Organizational Address <input type="text"/>		c. Name <input type="text"/>	

New Survey:

Markdown to Zero:

1. Click on the New Survey Button. The next available expenditure number will be assigned. Refer to the following figure:

The screenshot shows the 'Survey' form with the following elements:

- Survey Search:** A dropdown menu.
- Buttons:** Print Survey Invoice, Cancel Survey, Return, Add/View Line Items, New Survey (highlighted with a red circle), and Confirm Survey.
- Survey Information:**
 - Expenditure No:** V24000-0362-7900 (circled in red).
 - Reason:** A dropdown menu.
 - Survey Type:** Radio buttons for NWCF, SSPN, RETAIL, and SSPN, VENDING.
 - Survey Confirmed:** ☐
 - Survey Cancelled:** ☐
 - Loss/Gain Discovered:** A text input field.

2. Scroll and select the appropriate survey reason in the Reason field.

This screenshot shows the 'Reason' dropdown menu open, displaying the following options: Fire, Flood, Theft, 9. Circumstances Missing in Shipments, and Markdown to Zero. The 'New Survey' button is also visible in the top right.

From the Survey Type field you can initiate one of three types of surveys:

Note: See the P-487 for further information.

1. Survey to NWCF, Requires Suppo Approval up to \$10,000.00 and Commanding Officer's approval \$10,000.00 and above.
2. Survey to SSPN, Retail. Requires Supply Officers Approval.
3. Survey to SSPN, Vending. Requires Supply Officers Approval.

Note: REFER TO THE P-487 FOR SELECTING THE APPROPRIATE TYPE OF SURVEY.

3. Select the SSPN, Retail option. Refer to the following picture:

Survey

Survey Search

Print Survey Invoice Cancel Survey Return

Add/View Line Items New Survey Confirm Survey

Survey Information

Expenditure No V24000-0362-7900

Reason Markdown to Zero

Survey Type

☐ NWCF

☒ SSPN, RETAIL

☐ SSPN, VENDING

Survey Confirmed ☐

Survey Cancelled ☐

Loss/Gain Discovered

4. Double click in the Loss/ Gain Discovered field and select the appropriate date.

5. In Block 9, Check on the Damaged Box and enter the following statement:

- "Markdown to Zero"

6. In block 10, enter the following statement:

- "Markdown to Zero"

Refer to the following figure:

Survey Information

Expenditure No V24000-0362-7900

Reason Markdown to Zero

Survey Type

☐ NWCF

☒ SSPN, RETAIL

☐ SSPN, VENDING

Survey Confirmed ☐

Survey Cancelled ☐

Loss/Gain Discovered 27-Dec-2000

9. Circumstances under which property was ☐ Lost ☐ Gained ☒ Damaged ☐ Destroyed

Markdown to Zero.

10. Actions Taken to Correct Circumstances reported in block 9 and prevent future occurrences

Markdown to Zero

7. Block 11 leave blank.

8. In block 12a, enter the Ships name and hull number.

9. In block 12b, The system populates Suppo's name by default..

10. In block 13, leave the number of documents used to adjust property record blank. The system populates the Ship's name and Sales Officer's name by default. Refer to the following figure:

11. Individual completing blocks 9 and 10

a. Typed Name (Last, First, Initial) Sales Officer's name and rank d. Autovon No 444-1111

12. Responsible Officer

a. Organizational Address Enter the Sales Officer's name and rank in this field

USS CLASSROOM CVN-90

b. Name Sales Officer's name

c. Autovon No 444-1111

13. Accountable Officer

a. No of documents used to adjust property record 0

b. Organizational Address

USS CLASSROOM CVN-90

c. Name Sales Officer's name

d. Autovon No 444-1111

11. Block 14, Enter the following statement:

- "I have personally seen the merchandise listed markdown to zero and have ordered it destroyed."

12. Enter the dollar amount of loss/gain in 14a.

13. Block 15 – Leave blank.

14. Block 16 – Leave blank.

15. Block 17 – Leave blank.

16. Block 17a- Ensure that the Approve option is checked.

Refer to the following figure:

14. Findings and recommendations Of Survey Officer

I have personally seen the merchandise listed markdown to zero and have ordered it destroyed.

b. Dollar ammount of loss/gain c. Recmd. pecuniary charge d. Loss/gain to government

\$5.90 \$0.00 \$0.00

15. Survey Officer

a. Organizational Address Date report Submitted Appointed

b. Name

c. Autovon No

16. Individual charged

a. I Have Examined the Findings...

☒ 1) Submit the Attached Statement of Objection Name

☐ 2) Do Not Intend to Make such a Statement Autovon No

17. Appointing Official

a. Recommendation b. Comments

☒ 1) Approve Ensure Approve is checked.

☐ 2) Disapprove

c. Organizational Address d. Name

17. Block 18, Ensure that the Approve block is checked and the system will populate the Suppo's name and rank by default. Refer to the following figure:

18. Approving Official

a. Recommendation b. Comments

☒ 1) Approve Ensure that the Approve option is checked

☐ 2) Disapprove

The system will enter the SUPPO's name and rank by default.

d. Name M.E. TUELL,LT,SC,US

18. Scroll to the top of the form and click on the ADD VIEW LINE ITEMS button. The following screen will appear:

Survey - Article Information						
Expenditure No		V24000-0362-7900				
Article No	Description	QOH	Quantity	Unit Cost	Total Cost	
▶ <input type="text"/>	<input type="text"/>	0	0	\$0.0000	\$0.0000	
					Total	<input type="text"/>
					<input type="button" value="Return"/>	

18. Enter the SKU (STOCK NUMBER) in the Article Number field. The description will populate by default.

19. Enter the Quantity in the Quantity field. Refer to the following figure:

Survey - Article Information

Expenditure No

Article No	Description	QOH	Quantity	Unit Cost	Total Cost
<input type="text" value="0700001165"/>	BEEF JERKY, LONG RIDER GIANT	40	<input type="text" value="10"/>	\$0.5900	<input type="text" value="\$5.9000"/>
<input type="text" value=""/>		0	<input type="text" value="0"/>	\$0.0000	\$0.0000

Total

NOTE: The QOH field will populate by default. This number is the quantity on hand. You cannot survey more than the QOH field indicates. Ensure that all items in Retail activities are broken back to Bulk prior to the survey.

20. The Unit Cost field populates by default. When you enter quantities in the Quantity field the Total Cost field automatically calculates.

21. Click on the Return button to go back to the previous screen.

Survey to NWCF:

1. Click on the New Survey Button. The next available expenditure number will be assigned. Refer to the following figure:

The screenshot shows the 'Survey' form with the following elements:

- Survey Search:** A dropdown menu.
- Buttons:** Print Survey Invoice, Cancel Survey, Return, Add/View Line Items, New Survey (highlighted), and Confirm Survey.
- Survey Information:**
 - Expenditure No:** V24000-0362-7901
 - Reason:** A dropdown menu.
 - Survey Type:** Radio buttons for NWCF (selected), SSPN, RETAIL, and SSPN, VENDING.
 - Survey Confirmed:** ☐
 - Survey Cancelled:** ☐
 - Loss/Gain Discovered:** A text field.

3. Scroll and select the appropriate survey reason in the Reason field.

The screenshot shows the 'Survey' form with the 'Reason' dropdown menu open, displaying the following options:

- Fire
- Flood
- Theft
- 9. Circumstances Missing in Shipment property was
- Markdown to Zero

The 'Survey Type' section shows 'NWCF' selected. The 'Loss/Gain Discovered' section has checkboxes for Lost (checked), Gained, Damaged, and Destroyed.

From the Survey Type field you can initiate one of three types of surveys:

Note: Refer to the P-487 for further information.

1. Survey to NWCF, Requires Suppo Approval up to \$10,000.00 and Commanding Officer's approval \$10,000.00 and above.
2. Survey to SSPN, Retail. Requires Supply Officers Approval.
3. Survey to SSPN, Vending. Requires Supply Officers Approval.

Note: REFER TO THE P-487 FOR SELECTING THE APPROPRIATE TYPE OF SURVEY.

4. Select the NCWF option.
5. Double click in the Loss/ Gain Discovered field and select the appropriate date. Refer to the following picture:

Survey

Survey Search

Print Survey Invoice Cancel Survey Return

Add/View Line Items New Survey Confirm Survey

Survey Information

Expenditure No V24000-0362-7901

Reason Flood

Survey Type

☒ NWCF

☐ SSPN, RETAIL

☐ SSPN, VENDING

Survey Confirmed ☐

Survey Canceled ☐

Loss/Gain Discovered 27-Dec-2000

6. In Block 9, Check on the Appropriate Box and enter the statement that describes the circumstances that the item/s were damaged, destroyed or lost.
7. In Block 10, enter a statement for actions taken to correct circumstances reported in Block 9.

Refer to the following figure:

9. Circumstances under which property was

☐ Lost ☐ Gained ☐ Damaged ☒ Destroyed

Deck drain bursted in storeroom destroying electronic stock.

10. Actions Taken to Correct Circumstances reported in block 9 and prevent future occurrences

Electronic stock will be stowed in a different location with shelving units

4. Block 11, leave blank.
5. In block 12, the system enters the Suppo's name by default.
6. In block 13, leave the number of documents used to adjust property record blank. The system enters the Ship's name and Sales Officer's name by default. Refer to the following figure:

11. Individual completing blocks 9 and 10			
a. Typed Name (Last, First, Initial)		Sales Officers Name and rank	
12. Responsible Officer		d. Autovon No	
a. Organizational Address		444-1111	
USS CLASSROOM CVN-90			
		b. Name	
		M.E. TUELL, LT, SC, US	
		c. Autovon No	
		444-2222	
13. Accountable Officer			
a. No of documents used to adjust property record		0	
b. Organizational Address			
USS CLASSROOM CVN-90			
		c. Name	
		Sales Officers name	
		d. Autovon No	
		444-1111	

7. Block 14, Enter the statement of the Surveying Officer.
8. Enter the dollar amount of loss/gain in 14a.
9. Block 15 – Leave blank.
10. Block 16 – Leave blank. Refer to the following figure:

14. Findings and recommendations Of Survey Officer			
Recommend that the above listed items be Surveyed to the Navy Working Capital Fund.			
b. Dollar ammount of loss/gain		c. Recmd. pecuniary charge	
174.00		\$0.00	
		d. Loss/gain to government	
		\$0.00	
15. Survey Officer			
a. Organizational Address		Date report Submitted	
		Appointed	
		b. Name	
		c. Autovon No	
16. Individual charged			
a. I Have Examined the Findings...			
<input checked="" type="radio"/> 1) Submit the Attached Statement of Objection			
<input type="radio"/> 2) Do Not Intend to Make such a Statement			
		Name	
		Autovon No	

11. Block 17 – Leave blank.
12. Block 17a- Ensure that the Approve option is checked.
13. Block 18, Ensure that the Approve block is checked and the system will enter the Suppo's name and rank by default. If the survey is \$10,000.00 or above the Commanding Officer must be the approving official. Refer to the following figure:

The figure shows a screenshot of a software interface with two main sections, 17 and 18, each containing approval options and input fields.

Section 17: Appointing Official

- a. Recommendation:** Two radio buttons are present. The first, labeled "1) Approve", is selected. The second, labeled "2) Disapprove", is not selected.
- b. Comments:** A large, empty rectangular text box.
- c. Organizational Address:** A large, empty rectangular text box.
- d. Name:** A small, empty rectangular text box.

Section 18: Approving Official

- a. Recommendation:** Two radio buttons are present. The first, labeled "1) Approve", is selected. The second, labeled "2) Disapprove", is not selected.
- b. Comments:** A large, empty rectangular text box.
- d. Name:** A small rectangular text box containing the text "Suppo's name, rank".

14. Scroll to the top of the form and click on the ADD VIEW LINE ITEMS button. The following screen will appear:

Survey - Article Information						
Expenditure No		V24000-0362-7901				
Article No	Description	QOH	Quantity	Unit Cost	Total Cost	
▶ <input type="text"/>	<input type="text"/>	0	0	\$0.0000	\$0.0000	
					Total	<input type="text"/>
					<input type="button" value="Return"/>	

2. Enter the SKU (STOCK NUMBER) in the Article Number field. The description will populate by default.
3. Enter the Quantity in the Quantity field. Refer to the following figure:

Survey - Article Information

Expenditure No

Article No	Description	QOH	Quantity	Unit Cost	Total Cost
2300003609	PORTABLE CD	3	3	\$58.0000	\$174.0000
		0	0	\$0.0000	\$0.0000

Total

NOTE: The QOH field will populate by default. This number is the quantity on hand. You cannot survey more than the QOH field indicates. Ensure that all items in Retail activities are broken back to Bulk prior to the survey.

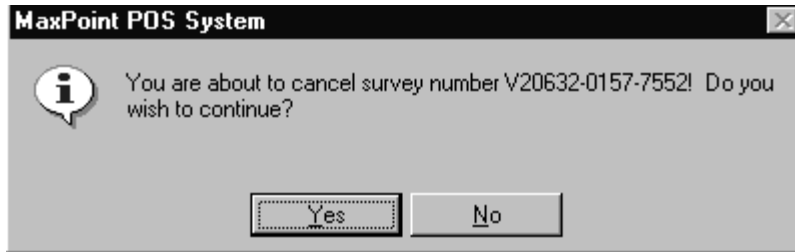
- The Unit Cost field populates by default. When you enter quantities in the Quantity field the Total Cost field automatically calculates.
- Click on the Return button to go back to the previous screen.

Canceling a Survey:

- To cancel a previously created Survey that has not been confirmed, scroll and select the appropriate expenditure number from the Survey Search scroll down field.

Note that a confirmed survey cannot be canceled.

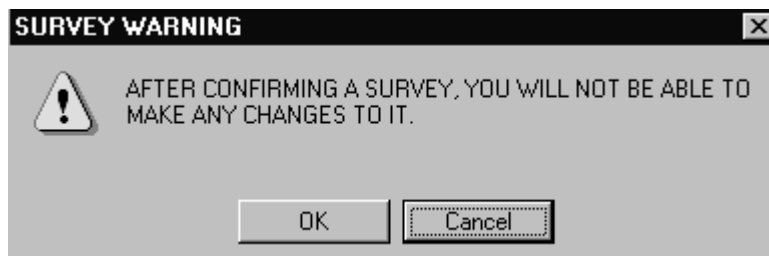
- Click on the Cancel Survey button and the following message will appear:



3. Click on the Yes button and the survey will be canceled. You will note that the system will place a check mark in the Cancelled box located on the right hand side of the screen.

Confirming a Survey:

1. To Confirm a Survey scroll and select the appropriate expenditure number from the Survey Search scroll down field.
2. Click on the Confirm Survey button and the following message will appear:



3. Click on the OK button and the credit memorandum will be confirmed. You will note that the system will place a check mark in the Confirmed box located on the right hand side of the screen.

Printing a Survey:

1. Scroll and select the appropriate expenditure number from the Survey Search scroll down field.
2. Click on the Print Survey button and the transfer invoice will appear on the screen. Refer to the following:

Confirmed**Report Of Survey to SSPN RETAIL**

Privacy Act Statement Personal information from the individual is solicited. As required by the Privacy Act of 1974, we advise: Authority: 16 USC 136, USC 1071; DoD Instruction 7200.10. Principal purpose: To officially report the facts and circumstances supporting the assessment of pecuniary charges for the loss, damage or destruction of DoD-controlled property. Routine uses: To initiate investigations of losses/gains of DoD-controlled property and record the findings and actions taken. Disclosure is voluntary. Refusal to explain the circumstances under which the property was lost, damaged or destroyed may be considered with other factors in determining if an individual will be held pecuniarily liable.

1. Type report (x one)	<input type="checkbox"/> a. Report of Survey <input type="checkbox"/> b. Government Property
2. Survey Number	V24000-0362-7900
3. Date Loss/Gain Discovered	27-Dec-00

Article #	Description	Cost Price	Qty	Total Cost
0700001165	BEEF JERKY, LONG RIDER GIANT	\$0.5900	10	\$5.90
Survey Total				\$5.90

9. Circumstances under which property was		<input type="checkbox"/> Lost	<input type="checkbox"/> Gained	<input checked="" type="checkbox"/> Damaged	<input type="checkbox"/> Destroyed
Markdown to Zero.					
10. Actions taken to correct circumstances reported in block 9 and prevent future occurrences					
Markdown to Zero					
11. Individual completing blocks 9 and 10					
a. Name	b. Signature	c. Date Signed	d. Autovon #		
Sales Officer's name a			444-1111		
12. Responsible Officer					
a. Organizational Address		b. Name		c. Autovon #	
USS CLASSROOM CVN-90		Sales Officer's name		444-1111	
		d. Signature		e. Date Signed	
13. Accountable Officer					
a. No of documents used to adjust property record					
0					
b. Address		c. Name		d. Autovon #	
USS CLASSROOM CVN-90		Sales Officer's name		444-1111	
		e. Signature		f. Date Signed	

Confirmed Markdown to Zero for SSPN Retail

Confirmed**Report Of Survey to NWCF**

<p>Privacy Act Statement Personal information from the individual is solicited. As required by the Privacy Act of 1974, we advise: Authority: 16 USC 136, USC 1071; DoD Instruction 7200.10. Principal purpose: To officially report the facts and circumstances supporting the assessment of pecuniary charges for the loss, damage or destruction of DoD-controlled property. Routine uses: To initiate investigations of losses/gains of DoD-controlled property and record the findings and actions taken. Disclosure is voluntary. Refusal to explain the circumstances under which the property was lost, damaged or destroyed may be considered with other factors in determining if an individual will be held pecuniarily liable.</p>	1. Type report (x one) <input type="checkbox"/> a. Report of Survey <input type="checkbox"/> b. Government Property
	2. Survey Number V24000-0362-7901
	3. Date Loss/Gain Discovered 27-Dec-00

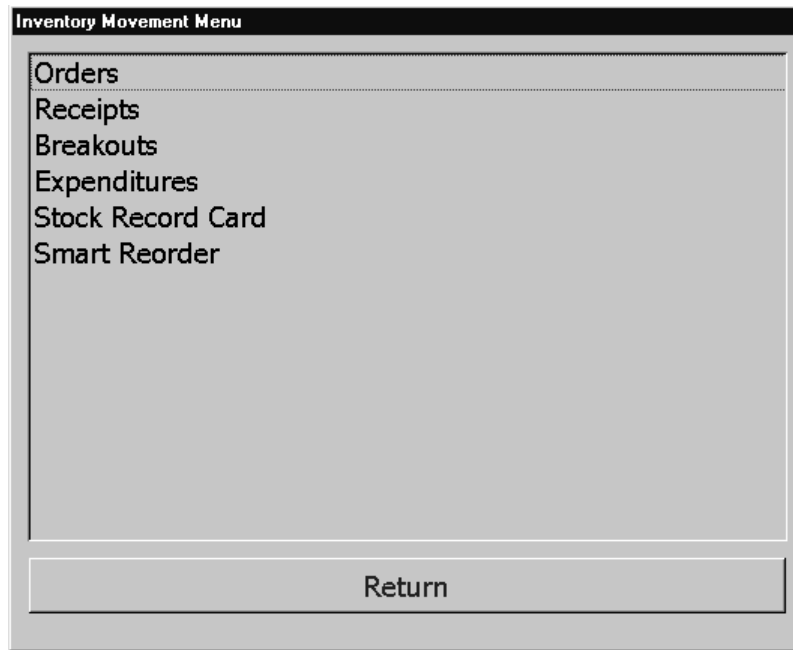
Article #	Description	Cost Price	Qty	Total Cost
2300003609	PORTABLE CD	\$58.0000	3	\$174.00
Survey Total				\$174.00

9. Circumstances under which property was		<input type="checkbox"/> Lost	<input type="checkbox"/> Gained	<input type="checkbox"/> Damaged	<input checked="" type="checkbox"/> Destroyed
Deck drain bursted in storeroom destroying electronic stock.					
10. Actions taken to correct circumstances reported in block 9 and prevent future occurrences					
Electronic stock will be stowed in a different location with shelving units					
11. Individual completing blocks 9 and 10					
a. Name		b. Signature		c. Date Signed	d. Autovon #
Sales Officers Name a					444-1111
12. Responsible Officer					
a. Organizational Address		b. Name		c. Autovon #	
USS CLASSROOM CVN-90		M.E. TUELL, LT, SC, USN		444-2222	
		d. Signature		e. Date Signed	
13. Accountable Officer					
a. No of documents used to adjust property record					
0					
b. Address		c. Name		d. Autovon #	
USS CLASSROOM CVN-90		Sales Officers name		444-1111	
		e. Signature		f. Date Signed	

Confirmed Survey to NWCF

INVENTORY MOVEMENT

From the Inventory Movement option the operator can conduct various tasks. Stock Record Card maintenance, Receiving stock, Moving stock from one activity to another, Procurement of stock, Expending stock and using sales history utilize the Smart Re-Order function. From the main menu select the Inventory Movement option and the following screen will appear:



The Inventory Movement option has six sections each will have its own chapter dedicated to it.

Breakouts:

This function allows the operator to move ship's store internally of the operation (From Bulk to a retail outlet and vice versa.) Note: Breakouts cannot be conducted from one retail space to another. To access this function, double-click this selection and the following screen will appear:

Breakouts				
Breakout Search <input type="text"/>	Print Breakout	New Breakout	Import Breakout Items from PDT	Confirm Breakout
	Add/View Line Items	Cancel Breakout	Reverse Breakout	Return
Breakout Information			Items Scanned but not found Report	Breakout Confirmed <input checked="" type="checkbox"/>
Breakout No <input type="text" value="6000"/> Breakout Date <input type="text" value="04-Oct-1999"/>				Breakout Cancelled <input type="checkbox"/>
From Store/Store Room				
Location Created <input type="text" value="99"/>		Store Name <input type="text" value="Bulk"/>		
		Store Type <input type="text" value="Bulk Store Room"/>		
To Store/Store Room				
Destination Store <input type="text" value="1"/>		Store Name <input type="text" value="Main Retail Store"/>		
		Store Type <input type="text" value="Retail Store"/>		
Breakout Notes <div style="border: 1px solid black; height: 50px;"></div>				

Breakout process manually:

New Breakout:

To perform a new breakout, complete the following:

1. Click on the **New Breakout** button. The next available Breakout Number will appear in the Breakout Number field. This will become the number for this breakout.

Breakouts

Breakout Search:

Print Breakout	New Breakout	Import Breakout Items from PDT	Confirm Breakout
Add/View Line Items	Cancel Breakout	Reverse Breakout	Return

Breakout Information

Breakout No: 6079 Breakout Date: 24-Jan-2000

Items Scanned but not found Report: ☐

Breakout Confirmed: ☐

Breakout Cancelled: ☐

From Store/Store Room

Location Created: 99 Store Name: Bulk Store Type: Bulk Store Room

To Store/Store Room

Destination Store: 1 Store Name: Main Retail Store Store Type: Retail Store

Breakout Notes

Enter any comments or just leave blank.

- Click on the drop-down arrow in the Location Created field and select the location where the stock is coming **from**.

NOTE: This field will default to **Location 99 – Bulk Store Room**. (You can select a new location if necessary.)

Breakouts

Breakout Search:

Print Breakout	New Breakout	Import Breakout Items from PDT	Confirm Breakout
Add/View Line Items	Cancel Breakout	Reverse Breakout	Return

Breakout Information

Breakout No: 6079 Breakout Date: 24-Jan-2000

Items Scanned but not found Report: ☐

Breakout Confirmed: ☐

Breakout Cancelled: ☐

From Store/Store Room

Location Created: 99 Store Name: Bulk Store Type: Bulk Store Room

To Store/Store Room

Destination Store: 1 Store Name: Main Retail Store Store Type: Retail Store

Breakout Notes

Enter any comments or just leave blank.

- Use the drop-down arrow in the Destination Store field to select the store to which the stock is being transferred.

The screenshot shows the 'Breakouts' form. The 'Breakout Search' field is empty. The 'Breakout Information' section shows 'Breakout No' 6079 and 'Breakout Date' 24-Jan-2000. The 'From Store/Store Room' section shows 'Location Created' 99, 'Store Name' Bulk, and 'Store Type' Bulk Store Room. The 'To Store/Store Room' section shows 'Destination Store' with a dropdown menu open, displaying a list of stores: 1 Main Retail Store, 5 HANGARBAY STORE, 9700 SNACK VENDING STOREROOM, and 9890 SODA STOREROOM. The 'Breakout Notes' field is empty. A callout points to the dropdown menu with the text: 'Scroll and select the destination outlet.'

- Click on the **Breakout Notes** field and add any notes about this breakout, if needed. These notes do not appear on the breakout document.

The screenshot shows the 'Breakouts' form. The 'Breakout Search' field is empty. The 'Breakout Information' section shows 'Breakout No' 6079 and 'Breakout Date' 24-Jan-2000. The 'From Store/Store Room' section shows 'Location Created' 99, 'Store Name' Bulk, and 'Store Type' Bulk Store Room. The 'To Store/Store Room' section shows 'Destination Store' 1, 'Store Name' Main Retail Store, and 'Store Type' Retail Store. The 'Breakout Notes' field is highlighted with a callout that says: 'Enter any comments about the breakout or just leave this field blank.'

- Click on the **Add/View Line Items** button.

6. Use the drop-down arrows to select the Article number for each item that is to be broken out. (If you know what the article number is, you can enter it directly to the block.) For each item you select, advance to the Breakout Quantity field and enter the exact quantity to be broken out. Note that the breakout quantity must be equal to or less than the quantity on hand.

Repeat this step for each item to be transferred on this breakout.

Breakout - Article Information

Breakout No 6078

Article No	Description	Quantity On Hand	Breakout Quantity	Quantity Received
0100000010	*ENVELOPES 24/50 CT	0	0	0

0100000013 *WRITING TABLETS 100 SHEETS
0100000088 CHRISTMAS CARD, ASST. W/SHIP'S PIC.
0100000089 GREETING CARD, SHIPS SPECIAL XMAS
0100000276 CARDS, GREETING ASST
0100000293 GREETING CARDS ASSTD./BEACONS OF LOVE
0111200514 INK PENS, BIC 2 PK #FSP21 FINE PT
0111204115 PEN, GARLAND HEFFTY GOLD

Scroll and select desired items or enter the stock numbers in the article Number field. Ensure that you enter the quantity to be issued or broken back in the Breakout quantity field.

Return

7. When you are finished selecting items and entering their quantities for this breakout, click on the **Return** button. You will be returned to the Breakouts screen.

Breakout - Article Information					
Breakout No 6078					
Article No	Description	Quantity On Hand	Breakout Quantity	Quantity Received	
0500004737	M&M'S PLAIN "PARTY M" DISPENSER	1	1	0	
0500004740	M&M'S PEANUT LA-Z-BOY DISPENSER	1	1	0	
0100000089	GREETING CARD, SHIPS SPECIAL XMAS	310	100	0	
0111204115	PEN, GARLAND HEFFTY GOLD	5	2	0	
0100000010	*ENVELOPES 24/50 CT	728	48	0	
*		0	0	0	

Return

NOTE: *If you need to review the entire list of items on this breakout, you can click the **Add/View Line Items** button at any time. The Breakout Article screen will appear, populated with the items that you have selected for breakout, but once a breakout has been confirmed no other modifications can be done.*

Printing the Intra Store Transfer 973:

Once you have selected all the items for the breakout, you can print the 973 form, as follows:

1. Click on the **Print Breakout** button to print a detailed list of this breakout (NAVSUP Form
2. 973), which includes signature blocks for authorization, delivery and receipt personnel.



Not Confirmed

Intra-Store Transfer Data (Navsup Form 973)

Run Date: 1/24/00

Run Time: 08:45

T R A N S F E R	Store To 1	
	Store From 99	
	Breakout Number 6078	
	MERCHANDISE RECEIVED BY (SIGNATURE)	(DATE)
	MERCHANDISE DELIVERED BY (SIGNATURE)	(DATE)
		THIS FOR ISSUED BY (SIGNATURE) (DATE)

Stock #	Description	Unit	Retail	Quantity Requested	Extended Retail	Qty sent from Store		Qty Rcvd at Store	
						99		1	
0100000010	*ENVELOPES 24/50 CT	EA	\$0.70	48	\$33.60				
0100000089	GREETING CARD, SHIPS SPECIAL XMAS	EA	\$4.75	100	\$475.00				
0111204115	PEN, GARLAND HEFFTY GOLD	EA	\$12.00	2	\$24.00				
0500004737	M&M'S PLAIN "PARTY M" DISPENSER	EA	\$9.05	1	\$9.05				
0500004740	M&M'S PEANUT LA-Z-BOY DISPENSER	EA	\$12.35	1	\$12.35				
Grand Total					\$554.00				

Printed 973 process:

1. The Records Keeper prints out one copy of the 973. This copy is signed by the Records Keeper and then given to the issuing activity. Note: You will have to click on the Printer Icon to Print the document.
2. The issuing activity circles the quantities that were delivered and enters an amount in the "QTY FROM STORE " 99 field if requested amount differs from the delivered amount and signs the 973. Then gives this copy to the Receiving activity.
3. The Receiving activity counts the quantities and enters the quantities received in the QTY RECEIVED AT STORE column and signs the 973.
4. The Receiving activity verifies that the quantities received are the same as the quantities delivered. If the quantities are different, then the receiving activity and the issuing activity must rectify the difference. If the issuing activity and the receiving activity cannot agree to the quantities the Sales Officer must conduct a spot inventory of the items in question. Once all quantities match the 973 will be given to the Records Keeper.
5. The Records Keeper will verify that the quantities received matches the quantities issued. If they do not refer to step #4. If the quantities match, the 973 will be confirmed and the final 973 will be printed.



Confirmed

Intra-Store Transfer Data (Navsup Form 973)

Run Date: 1/24/00

Run Time: 08:46

T R A N S F E R	Store To 1	
	Store From 99	MERCHANDISE RECEIVED BY (SIGNATURE) (DATE)
	Breakout Number 6078	MERCHANDISE DELIVERED BY (SIGNATURE) (DATE)
		THIS FOR ISSUED BY (SIGNATURE) (DATE)

Stock #	Description	Unit	Retail	Quantity Requested	Extended Retail	Qty sent from Store	Qty Rcvd at Store
						99	1
0100000010	*ENVELOPES 24/50 CT	EA	\$0.70	48	\$33.60	48	48
0100000089	GREETING CARD, SHIPS SPECIAL XMAS	EA	\$4.75	100	\$475.00	100	100
0111204115	PEN, GARLAND HEFTTY GOLD	EA	\$12.00	2	\$24.00	2	2
0500004737	M&M'S PLAIN "PARTY M" DISPENSER	EA	\$9.05	1	\$9.05	1	1
0500004740	M&M'S PEANUT LA-Z-BOY DISPENSER	EA	\$12.35	1	\$12.35	1	1
Grand Total					\$554.00		

Once the 973 has been confirmed, there cannot be any modification. So ensure that proper care is taken prior to posting.

Canceling a Breakout:

You can cancel a breakout at any time **before** you have confirmed it. To cancel a breakout, click on the **Cancel Breakout** button. A message will inform you that "You are about to cancel breakout NN." If you click on **OK**, the breakout will be canceled.

Note: Ensure that the receipt quantities and the delivered quantities match prior to confirmation.

Confirming a Breakout:

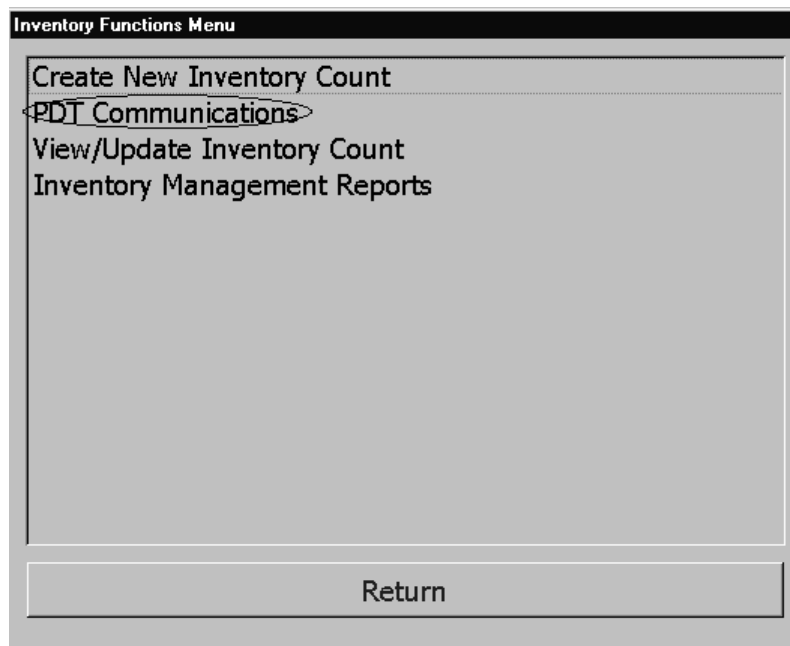
To confirm the breakout, click on the **Confirm Breakout** button. A message will inform you that "after confirming, you will not be able to make any quantity changes. If you click on **OK**, the breakout will be confirmed and the inventory database will be updated. When the start of day is conducted for the POS system, the retail store will be updated with the items that were received from the breakout. These quantities can be viewed from the stock record card function, and noted under the appropriate outlet. See stock record card for further information.

Breakout Process with PDT:

Breakouts can also be accomplished with the aid of a PDT. The first step is to upload the PDT with the most current UPC database.

BackOffice: This Process Takes Approximately 15 Minutes for Each PDT.

1. From the Main Menu select the Inventory Count Functions Option. The following screen will appear:



2. Click on the PDT Communications option. The following screen will appear:

PDT Communications Menu

Communications Menu

2 9600 S N 1

Send UPC's to PDT

To send UPC data to PDT, first get the PDT ready to receive data, then send the data by pressing this button

Import Inv/BRKOUT Data from PDT

To import inventory data from the PDT, first press this button. Progress should read 0. Then send the data from the PDT.

Update NPC'S

Settings Return

Ready to receive UPC updates, Press ENTER on the PDT!

Progress 0

PDT FUNCTIONS:

1. From the PDT main menu, select function two (COMMUNICATIONS). Refer to figure A.
2. From the Communications menu select function two (RECEIVE UPC DATA). Refer to figure B.
3. Figure C illustrates what the PDT will display prior to uploading the UPC's.

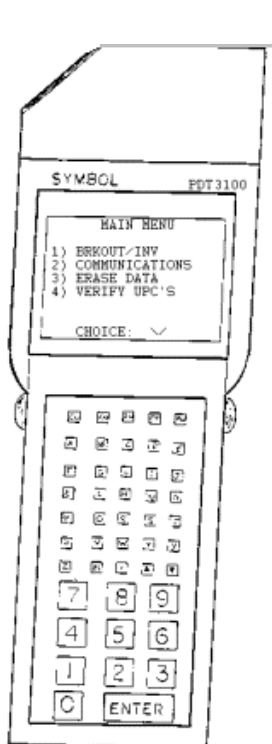


Figure A

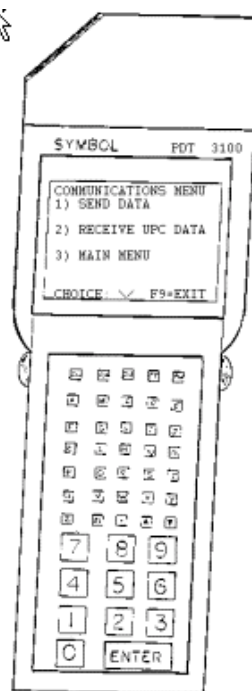


Figure B

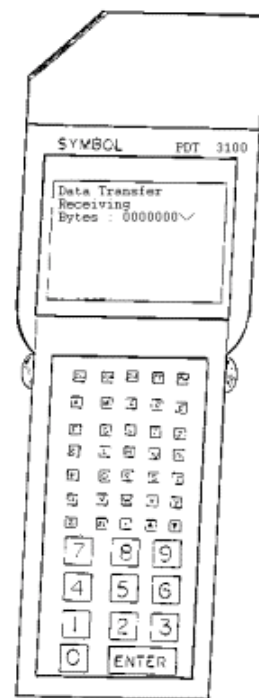
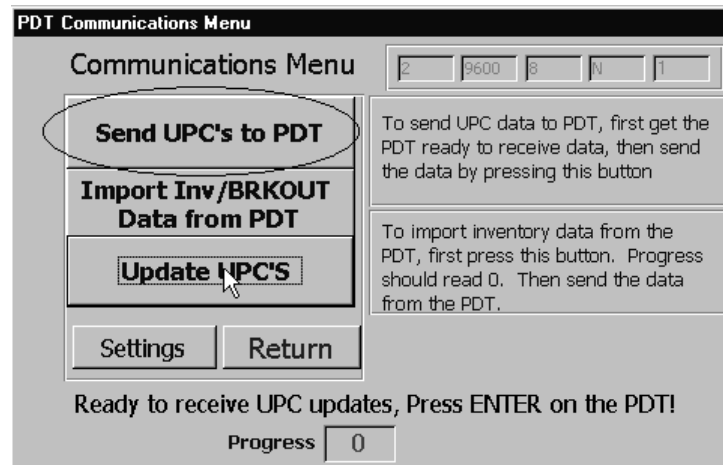


Figure C

BackOffice: This Process Takes Approximately 15 Minutes for Each PDT.

1. Click on the Send UPC's to PDT button. The data will be downloaded to the PDT.



PDT FUNCTIONS:

1. From the PDT main menu select function one (BRKOUT/INV). Refer to figure A.
2. Scan the barcode of the item. Refer to figure B.
3. Enter a quantity. Refer to figure C. Note that if UPC maintenance has not been accomplished that you must enter a SKU (STOCK NUMBER) before the PDT will allow you to enter a quantity. Refer to figure D.
4. Press the Enter button.
5. Repeat steps 2-4 until all the different items have been scanned.
6. Press the FNC button and the 9 button simultaneously to exit.
7. From the PDT main menu select function two (COMMUNICATIONS). Refer to figure A.
8. From the Communications Menu, select function one (SEND DATA). Refer to figure E.

PDT FIGURES A THROUGH E

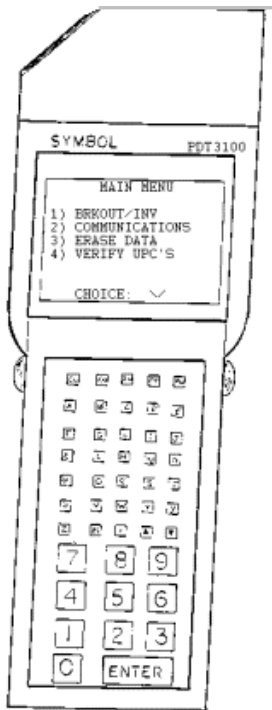


Figure A

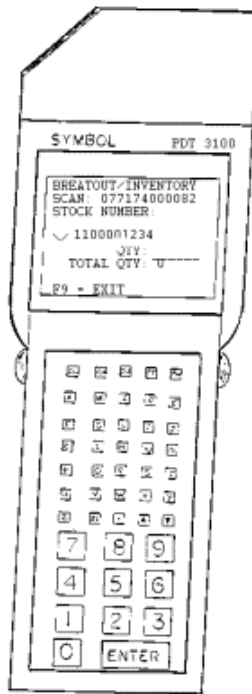


Figure B

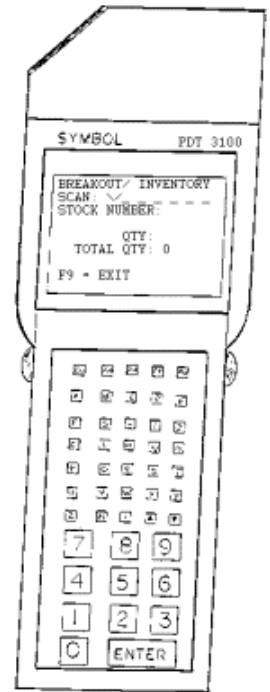


Figure C

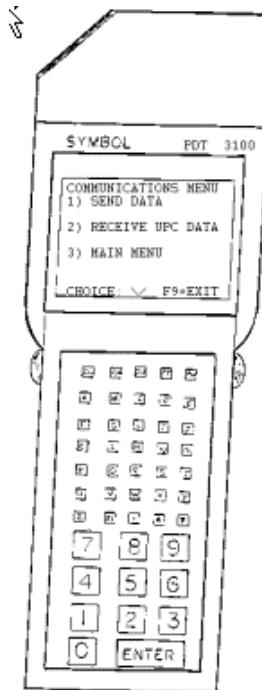
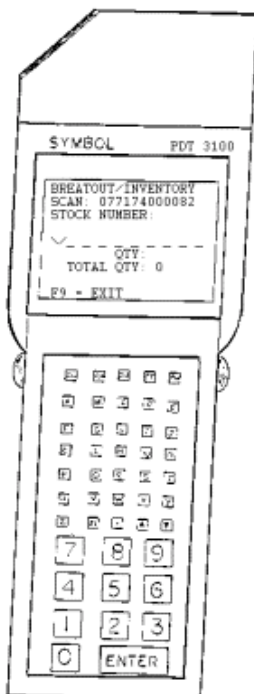
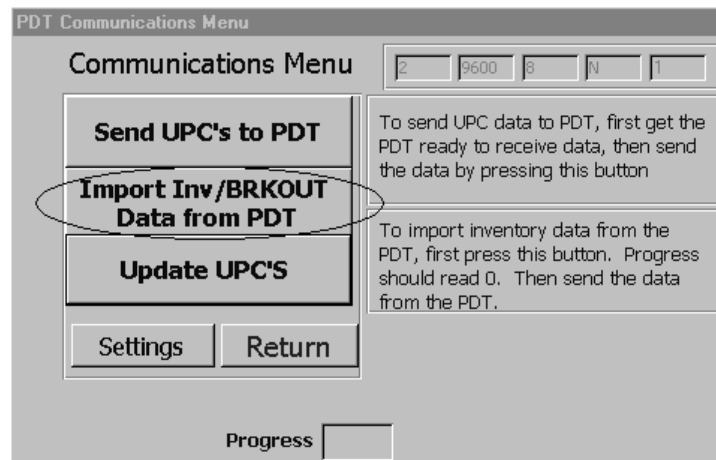


Figure D

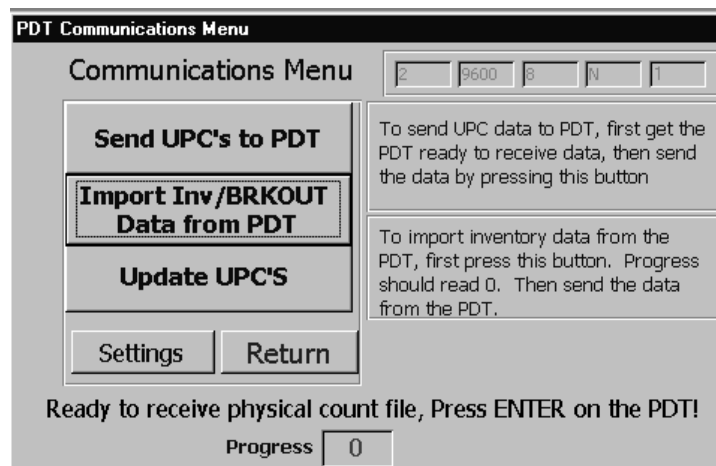
Figure E

BackOffice:

1. From the BackOffice, click on the Import Inv/BRKOUT Data from PDT button. Refer to the following picture:



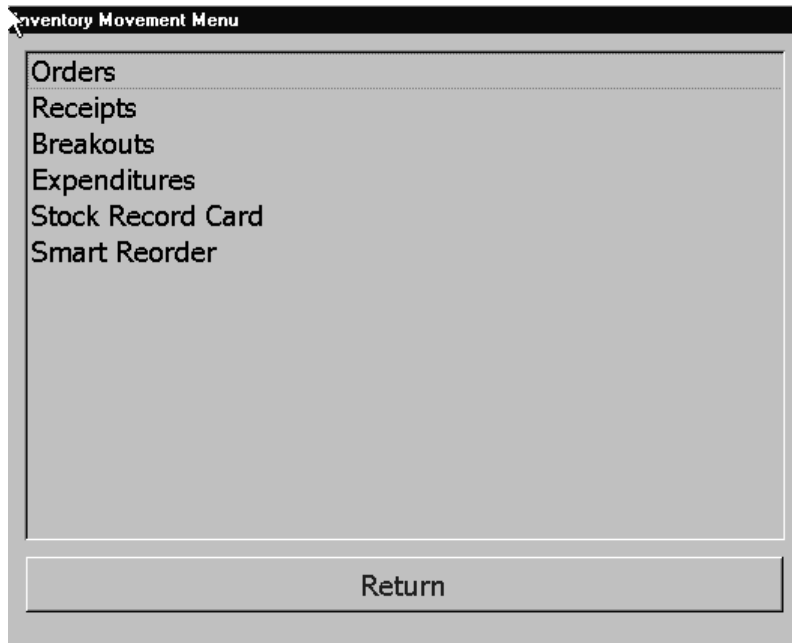
2. Once you have clicked on the Import Inv/BRKOUT Data from PDT, the following message will appear at the bottom of the PDT Communications Menu:



PDT FUNCTIONS:

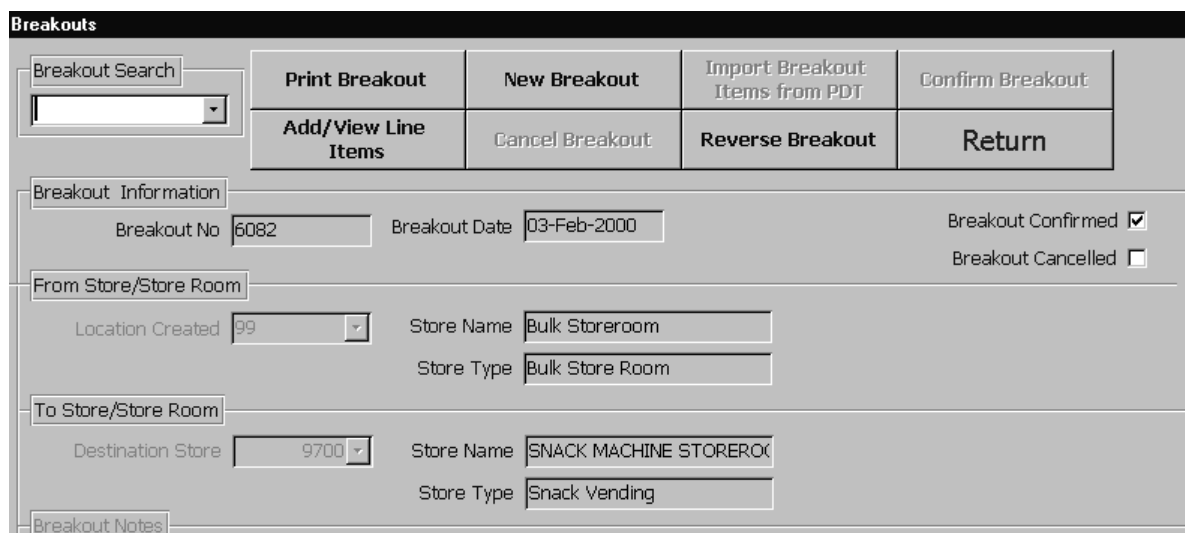
1. From the Communications menu, select function one (SEND DATA). Refer to figure A.

2. Press the Enter button and the data will be downloaded from the PDT to the BackOffice system.
3. Once all the data has been downloaded, click on the Return button until you reach the main menu.
4. Click on the Inventory Movement option from the Main Menu. The following screen will appear:



The screenshot shows a window titled "Inventory Movement Menu". Inside the window, there is a list of options: Orders, Receipts, Breakouts, Expenditures, Stock Record Card, and Smart Reorder. At the bottom of the window, there is a button labeled "Return".

5. Click on the Breakouts option and the following screen will appear:



The screenshot shows a window titled "Breakouts". It contains several sections:

- Buttons:** A row of buttons at the top includes "Print Breakout", "New Breakout", "Import Breakout Items from PDT", "Confirm Breakout", "Add/View Line Items", "Cancel Breakout", "Reverse Breakout", and "Return".
- Breakout Search:** A text input field with a dropdown arrow.
- Breakout Information:**
 - Breakout No: 6082
 - Breakout Date: 03-Feb-2000
 - Breakout Confirmed: ☒
 - Breakout Cancelled: ☐
- From Store/Store Room:**
 - Location Created: 99 (dropdown)
 - Store Name: Bulk Storeroom
 - Store Type: Bulk Store Room
- To Store/Store Room:**
 - Destination Store: 9700 (dropdown)
 - Store Name: SNACK MACHINE STOREROOM
 - Store Type: Snack Vending
- Breakout Notes:** A text area at the bottom.

6. Click on the **New Breakout** button. The next available Breakout Number will appear in the Breakout Number field. This will become the number for this breakout.

Breakouts

Breakout Search []	Print Breakout	New Breakout	Import Breakout Items from PDT	Confirm Breakout
	Add/View Line Items	Cancel Breakout	Reverse Breakout	Return

Breakout Information

Breakout No. 6079 Breakout Date 24-Jan-2000

Items Scanned but not found Report

Breakout Confirmed ☐
Breakout Cancelled ☐

From Store/Store Room

Location Created 99 Store Name Bulk
Store Type Bulk Store Room

To Store/Store Room

Destination Store 1 Store Name Main Retail Store
Store Type Retail Store

Breakout Notes

Enter any comments or just leave blank.

- Click on the drop-down arrow in the Location Created field and select the location where the stock is coming **from**.

NOTE: This field will default to **Location 99 – Bulk Store Room**. (You can select a new location if necessary.)

Breakouts

Breakout Search:

Print Breakout	New Breakout	Import Breakout Items from PDT	Confirm Breakout
Add/View Line Items	Cancel Breakout	Reverse Breakout	Return

Breakout Information

Breakout No: 6079 Breakout Date: 24-Jan-2000

Items Scanned but not found Report

Breakout Confirmed ☐

Breakout Cancelled ☐

From Store/Store Room

Location Created: 99 Store Name: Bulk

To Store/Store Room: 99 Bulk

Destination Store: 9700 SNACK VENDING STOREROOM

Store Type: Bulk Store Room

Breakout Notes

Scroll and select the desired issuing activity

- Use the drop-down arrow in the Destination Store field to select the store to which the stock is being transferred.

Breakouts

Breakout Search:

Print Breakout	New Breakout	Import Breakout Items from PDT	Confirm Breakout
Add/View Line Items	Cancel Breakout	Reverse Breakout	Return

Breakout Information

Breakout No: 6079 Breakout Date: 24-Jan-2000

Items Scanned but not found Report

Breakout Confirmed ☐

Breakout Cancelled ☐

From Store/Store Room

Location Created: 99 Store Name: Bulk

To Store/Store Room: 99 Bulk

Destination Store: 9700 SNACK VENDING STOREROOM

Store Type: Bulk Store Room

Breakout Notes

Scroll and select the destination outlet.

- Click on the **Breakout Notes** field and add any notes about this breakout, if needed. These notes do not appear on the breakout document.

Breakouts

Breakout Search: []

Print Breakout	New Breakout	Import Breakout Items from PDT	Confirm Breakout
Add/View Line Items	Cancel Breakout	Reverse Breakout	Return

Breakout Information

Breakout No: 6079 Breakout Date: 24-Jan-2000

Items Scanned but not found Report

Breakout Confirmed ☐ Breakout Cancelled ☐

From Store/Store Room

Location Created: 99 Store Name: Bulk Store Type: Bulk Store Room

To Store/Store Room

Destination Store: 1 Store Name: Main Retail Store Store Type: Retail Store

Breakout Notes

Enter any comments or just leave blank.

Enter any comments about the breakout or just leave this field blank.

10. Click on the Import Breakout Items from PDT button and the items scanned will be imported to the breakout.

Printing the Intra Store Transfer 973:

Once you have selected all the items for the breakout, you can print the 973 form, as follows:

1. Click on the **Print Breakout** button to print a detailed list of this breakout (NAVSUP Form 973), which includes signature blocks for authorization, delivery and receipt personnel.

Printed 973 process:

1. The Records Keeper prints out one copy of the 973. This copy is signed by the Records Keeper and then given to the issuing activity. Note: You will have to click on the Printer Icon to Print the document.
2. The issuing activity circles the quantities that were delivered and enters an amount in the "QTY FROM STORE " 99 field if requested amount differs from the delivered amount and signs the 973. Then gives this copy to the Receiving activity.
3. The Receiving activity counts the quantities and enters the quantities received in the QTY RECEIVED AT STORE column and signs the 973.

4. The Receiving activity verifies that the quantities received are the same as the quantities delivered. If the quantities are different, then the receiving activity and the issuing activity must rectify the difference. If the issuing activity and the receiving activity cannot agree to the quantities the Sales Officer must conduct a spot inventory of the items in question. Once all quantities match the 973 will be given to the Records Keeper.
5. The Records Keeper will verify that the quantities received matches the quantities issued. If they do not refer to step #4. If the quantities match, the 973 will be confirmed and the final 973 will be printed.

Once the 973 has been confirmed, there cannot be any modification. So ensure that proper care is taken prior to posting.

Canceling a Breakout:

You can cancel a breakout at any time **before** you have confirmed it. To cancel a breakout, click on the **Cancel Breakout** button. A message will inform you that "You are about to cancel breakout NN." If you click on **OK**, the breakout will be canceled.

Note: Ensure that the receipt quantities and the delivered quantities match prior to confirmation.

Confirming a Breakout:

To confirm the breakout, click on the **Confirm Breakout** button. A message will inform you that "after confirming, you will not be able to make any quantity changes. If you click on **OK**, the breakout will be confirmed and the inventory database will be updated. When the start of day is conducted for the POS system, the retail store will be updated with the items that were received from the breakout. These quantities can be viewed from the stock record card function, and noted under the appropriate outlet. See stock record card for further information.

Reverse Breakout:

This option allows the operator to reverse a previously-confirmed breakout. The purpose would be to UN-do breakbacks from the vending operation to determine the outlets profitability, breakouts that were erroneously sent to the wrong space and to help speed up the closeout process.

Breakouts

Breakout Search

Order #	Confirmed	Cancelled
6081	Yes	No
6080	No	No
6079	Yes	No
6078	Yes	No
6077	Yes	No
6076	Yes	No
6075	Yes	No

Print Breakout New Breakout Import Breakout Items from PDT Confirm Breakout

Add/View Line Cancel Breakout **Reverse Breakout** Return

Breakout Date: 04-Oct-1999

Items Scanned but not found Report

Breakout Confirmed ☒ Breakout Cancelled ☐

Store Name: Bulk Store Type: Bulk Store Room

To Store/Store Room

Destination Store: 1 Store Name: Main Retail Store Store Type: Retail Store

Breakout Notes

1. Scroll and select the desired breakout to be reversed from the Breakout Search field.

Breakouts

Breakout Search: 6081

Print Breakout New Breakout Import Breakout Items from PDT Confirm Breakout

Add/View Line Items Cancel Breakout **Reverse Breakout** Return

Breakout Information

Breakout No: 6081 Breakout Date: 24-Jan-2000

Items Scanned but not found Report

Breakout Confirmed ☒ Breakout Cancelled ☐

From Store/Store Room

Location Created: 1 Store Name: Main Retail Store Store Type: Retail Store

To Store/Store Room

Destination Store: 99 Store Name: Bulk Store Type: Bulk Store Room

Breakout Notes

To reverse a breakout click this button. Ensure that the proper breakout number has been selected

2. Click on the Reverse Breakout button. Note that when you click this button that the destination store and the location created field have been reversed. The following screen will appear:

Breakout - Article Information

Breakout No

Article No	Description	Quantity On Hand	Breakout Quantity	Quantity Received
▶ 0100000010	*ENVELOPES 24/50 CT	48	48	0
0100000089	GREETING CARD, SHIPS SPECIAL XMAS	100	100	0
0111204115	PEN, GARLAND HEFTY GOLD	2	2	0
0500004737	M&M'S PLAIN "PARTY M" DISPENSER	1	1	0
0500004740	M&M'S PEANUT LA-Z-BOY DISPENSER	1	1	0
* <input type="text" value=""/>		0	0	0

- Review the line items to ensure that they are correct and click on the Return button to exit this screen.

Breakouts

Breakout Search

Breakout Information

Breakout No Breakout Date

From Store/Store Room

Location Created Store Name Store Type

To Store/Store Room

Destination Store Store Name Store Type

Breakout Notes

☐ Items Scanned but not found Report
☐ Breakout Confirmed
☐ Breakout Cancelled

Note that the Location Created field and the Destination Store field have reverse.

The original Breakout was created in store 1 and the destination was bulk 99.

Breakouts				
Breakout Search <input type="text"/>	Print Breakout	New Breakout	Import Breakout Items from PDT	Confirm Breakout
	Add/View Line Items	Cancel Breakout	Reverse Breakout	Return
Breakout Information		Items Scanned but not found Report		
Breakout No	6082	Breakout Date	26-Jan-2000	Breakout Confirmed <input type="checkbox"/>
				Breakout Cancelled <input type="checkbox"/>
From Store/Store Room				
Location Created	99	Store Name	Bulk	
		Store Type	Bulk Store Room	
To Store/Store Room				
Destination Store	1	Store Name	Main Retail Store	
		Store Type	Retail Store	
Breakout Notes				
Breakout number 6081 was sent to the wrong space.				

The Breakout Notes field can be used to enter information about the breakout. Click on the Confirm button once you are satisfied that all information is correct. Once this is completed, you have reversed the breakout. Click on the Return button to exit this screen.

INVENTORY MOVEMENT

Smart reorder:

The Smart reorder function allows the operator to generate calculated restocking orders based off the sales history of an item. This history takes time to generate the appropriate algorithm, so do not use this reorder function until you have had at least two months worth of sales.

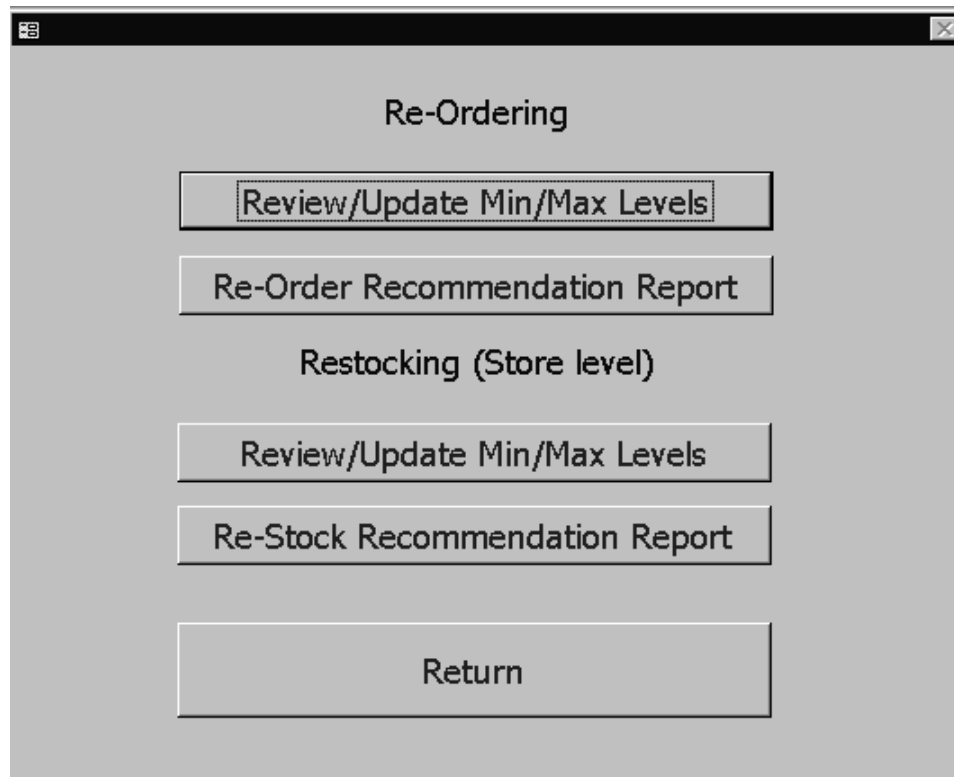
There are two levels at which the reorder is utilized:

- The Storeroom
- The Store Level (EPOS RETAIL SPACES)

Each of the above mentioned have two steps in the process.

1. Review/ Update Min/ Max Levels.
2. Re-Order Recommendation Report.

Refer to the following screen:



Re-Ordering (Bulk Storeroom)

Review/ Update Min/ Max Levels:

The reorder form is utilized to calculate and edit items of stock from the bulk storeroom for reorder based on the sales history of that particular item/s. The system has several criteria that can be selected to customize you reorder. Click on the Review/ Update Min/Max Levels and the following screen will appear:

MaxPoint POS System - [frmreorderrecd : Form]

File Edit Insert Records Window Help

Set or Review Min/Max levels for Re-Ordering

This screen allows you to review or compute your minimum and maximum stock levels based on your average daily sales over a specified time

Calculate Min/Max Levels Mode

Change Mode

Days to consider for Determining Average Daily Sales

Beginning Sales Date: 8/24/00 Ending Sales Date: 1/5/01

☐ Limit to In Port Days ☐ Limit to Local Operations Days

☐ Limit to At Sea Days ☐ Limit to Deployed Days

Factors for Determining Min/Max

Days Required for Shipping: 1

Days between Re-orders: 1

Minimum Days of Stock on Hand: 1

All	Dept	Category	Article No.	Description	MIN	MAX	Avg Daily Sales	ReOrder Point
					0	0	0	0

Record Controls

Clear Delete Save Exit

Record: 1 of 1

1. Click on the Change Mode button to initiate the Calculate Min/ Max Levels. Refer to the following figure.

MaxPoint POS System - [frmreorderrecd : Form]

File Edit Insert Records Window Help

Set or Review Min/Max levels for Re-Ordering

This screen allows you to review or compute your minimum and maximum stock levels based on your average daily sales over a specified time

Calculate Min/Max Levels Mode
Change Mode

Days to consider for Determining Average Daily Sales

Beginning Sales Date: 8/24/00 Ending Sales Date: 1/5/01

☐ Limit to In Port Days
 ☐ Limit to Local Operations Days
 ☐ Limit to At Sea Days
 ☐ Limit to Deployed Days

Factors for Determining Min/Max

Days Required for Shipping: 1

Days between Re-orders: 1

Minimum Days of Stock on Hand: 1

All	Dept	Category	Article No.	Description	MIN	MAX	Avg Daily Sales	ReOrder Point
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		0	0	0	0

Record: 1 of 1

Record Controls

Clear Delete Save Exit

2. Enter the appropriate criteria in the Factors for Determining Min/Max.

- Days Required for Shipping
- Days between Re-Orders
- Minimum Days of Stock on Hand

Refer to the following figure:

MaxPoint POS System - [frmreorderrecd : Form]

File Edit Insert Records Window Help

Set or Review Min/Max levels for Re-Ordering

This screen allows you to review or compute your minimum and maximum stock levels based on your average daily sales over a specified time

Review Min/Max Levels Mode

[Change Mode](#)

Days to consider for Determining Average Daily Sales

Beginning Sales Date: 8/24/00 Ending Sales Date: 1/5/01

☐ Limit to In Port Days
 ☐ Limit to Local Operations Days
 ☐ Limit to At Sea Days
 ☐ Limit to Deployed Days

Factors for Determining Min/Max

Days Required for Shipping: 1

Days between Re-orders: 1

Minimum Days of Stock on Hand: 1

Avg Daily Sales: 0 ReOrder Point: 0

All	Dept	Category	Article No.	Description	MIN	MAX	Avg Daily Sales	ReOrder Point
					0	0	0	0

Enter the number of days from the time you place your order until the day that you receive your order. This also includes PO processing.

Determine how often your orders will be placed for your operation.

Determine your safety levels for stock on hand. (lowest acceptable quantities on hand before re-order)

Record Controls

Clear Delete Reset Exit

Record: 1 of 1

- Days Required for Shipping- Enter the number of days from the time you place order until you receive order.
- Days between Re-Order- Enter the number of days between orders.
- Minimum Days of Stock on Hand- Enter the number of days of stock you want on hand.

Refer to the following figure:

MaxPoint POS System - [frmreorderrecd : Form]

File Edit Insert Records Window Help

Set or Review Min/Max levels for Re-Ordering

This screen allows you to review or compute your minimum and maximum stock levels based on your average daily sales over a specified time

Review Min/Max Levels Mode

Change Mode

Days to consider for Determining Average Daily Sales

Beginning Sales Date: 9/1/00 Ending Sales Date: 9/30/00

☐ Limit to In Port Days
 ☐ Limit to Local Operations Days
 ☐ Limit to At Sea Days
 ☐ Limit to Deployed Days

Factors for Determining Min/Max

Days Required for Shipping: 5

Days between Re-orders: 30

Minimum Days of Stock on Hand: 15

All	Dept	Category	Article No.	Description	MIN	MAX	Avg Daily Sales	ReOrder Point
					0	0	0	0

Record: 1 of 1

Record Controls: Clear Delete Reset Exit

3. Select the appropriate Beginning Date and Ending Date for the period you desire to calculate from. Refer to the following figure:

MaxPoint POS System - [frmreorderrecd : Form]

File Edit Insert Records Window Help

Set or Review Min/Max levels for Re-Ordering

This screen allows you to review or compute your minimum and maximum stock levels based on your average daily sales over a specified time

Review Min/Max Levels Mode

Change Mode

Days to consider for Determining Average Daily Sales

Beginning Sales Date: 9/1/00 Ending Sales Date: 9/30/00

☐ Limit to In Port Days
 ☐ Limit to Local Operations Days
 ☐ Limit to At Sea Days
 ☐ Limit to Deployed Days

Factors for Determining Min/Max

Days Required for Shipping: 5

Days between Re-orders: 30

Minimum Days of Stock on Hand: 15

All	Dept	Category	Article No.	Description	MIN	MAX	Avg Daily Sales	ReOrder Point
					0	0	0	0

Record: 1 of 1

Record Controls: Clear Delete Reset Exit

Double click and select the dates for the period of sales that you want the system to use to determine average daily sales.

To gather more specific data you can activate the various toggle buttons to pinpoint specific sales history.

4. Select the department for the items to be calculated. Refer to the following figure:

MaxPoint POS System - [frmreorderrecd : Form]

File Edit Insert Records Window Help

Set or Review Min/Max levels for Re-Ordering

This screen allows you to review or compute your minimum and maximum stock levels based on your average daily sales over a specified time

Review Min/Max Levels Mode

Change Mode

Days to consider for Determining Average Daily Sales

Beginning Sales Date: 9/1/00 Ending Sales Date: 9/30/00

☐ Limit to In Port Days
 ☐ Limit to Local Operations Days
 ☐ Limit to At Sea Days
 ☐ Limit to Deployed Days

Factors for Determining Min/Max

Days Required for Shipping: 5

Days between Re-orders: 30

Minimum Days of Stock on Hand: 15

All	Dept	Category	Article No.	Description	MIN	MAX	Avg Daily Sales	ReOrder Point
	A1				0	0	0	0
*	A1	Confections, Cookies, Crackers, Snack Products			0	0	0	0
	A2	Smoking Products						
	A8	Pre-recorded Music						
	B1	Camera						
	B3	Sports Equipment, Athletic Supplies, Footwear						
	B6	Consumer Electronics, Appliances, Office Equipment						
	B8	Mugs and Ashtrays, Flowers, Gifts by Mail, Telephone Cards						
	C1	Wallets, Luggage, Leather Goods						

Record Controls

Clear Delete Reset Exit

Note that the system has the ability to calculate for a specific item. Use the Category and Article fields to generate a specific item. Refer to the following figures.

MaxPoint POS System - [frmreorderrecd : Form]

File Edit Insert Records Window Help

Set or Review Min/Max levels for Re-Ordering

This screen allows you to review or compute your minimum and maximum stock levels based on your average daily sales over a specified time

Review Min/Max Levels Mode

Change Mode

Days to consider for Determining Average Daily Sales

Beginning Sales Date: 9/1/00 Ending Sales Date: 9/30/00

☐ Limit to In Port Days
 ☐ Limit to Local Operations Days
 ☐ Limit to At Sea Days
 ☐ Limit to Deployed Days

Factors for Determining Min/Max

Days Required for Shipping: 5

Days between Re-orders: 30

Minimum Days of Stock on Hand: 15

All	Dept	Category	Article No.	Description	MIN	MAX	Avg Daily Sales	ReOrder Point
	A1				0	0	0	0
*	A1	(A1) CANDY			0	0	0	0
	A1	(A1) CHIP						
	A1	(A1) COOKIE						
	A1	(A1) COUGH DRO						
	A1	(A1) CRACKER						
	A1	(A1) DIP						
	A1	(A1) GUM						
	A1	(A1) NUTS						

Record Controls

Clear Delete Reset Exit

Record: 1 of 1

Microsoft Word - 09 Smart re-Order.doc

MaxPoint POS System - [frmreorderrecd : Form]

File Edit Insert Records Window Help

Set or Review Min/Max levels for Re-Ordering

This screen allows you to review or compute your minimum and maximum stock levels based on your average daily sales over a specified time

Review Min/Max Levels Mode

Change Mode

Days to consider for Determining Average Daily Sales

Beginning Sales Date: 9/1/00 Ending Sales Date: 9/30/00

☐ Limit to In Port Days
 ☐ Limit to Local Operations Days
 ☐ Limit to At Sea Days
 ☐ Limit to Deployed Days

Factors for Determining Min/Max

Days Required for Shipping: 5

Days between Re-orders: 30

Minimum Days of Stock on Hand: 15

All	Dept	Category	Article No.	Description	MIN	MAX	Avg Daily Sales	ReOrder Point
<input checked="" type="radio"/>	A1	(A1) CANDY	0500000393	SNICKERS (384)(288)	3025	9075	0	0
<input checked="" type="radio"/>			Article #	description				
			0500000393	SNICKERS (384)(288)	0	0	0	0
			0500000394	MARS/3 MUSKETEERS (360)				
			0500000395	MARS/MARS CANDY BAR (288)				
			0500000396	TWIX CARAMEL (360)				
			0500000400	STARBURST ORIGINAL FRUIT CHEV				
			0500000401	SKITTLES				
			0500000402	MARS/M&M PLAIN (384)				
			0500000403	MARS/M&M PNUT (384)				
			0500000418	STARBURST TROPICAL FRUIT CHEV				
			0500000441	NESTLES/BABY RUTH (288)				
			0500000443	NESTLES/BUTTERFINGER (288)				
			0500000521	NESTLES CRUNCH BAR (360)				
			0500000526	NESTLES 100 GRAND BAR (360)				
			0500000556	(A1) CANDY HERSHEY FOODS COF				

Record Controls: Clear Delete Reset Exit

Records: 1 of 1

MaxPoint POS System - [frmreorderrecd : Form]

File Edit Insert Records Window Help

Set or Review Min/Max levels for Re-Ordering

This screen allows you to review or compute your minimum and maximum stock levels based on your average daily sales over a specified time

Review Min/Max Levels Mode

Change Mode

Days to consider for Determining Average Daily Sales

Beginning Sales Date: 9/1/00 Ending Sales Date: 9/30/00

☐ Limit to In Port Days
 ☐ Limit to Local Operations Days
 ☐ Limit to At Sea Days
 ☐ Limit to Deployed Days

Factors for Determining Min/Max

Days Required for Shipping: 5

Days between Re-orders: 30

Minimum Days of Stock on Hand: 15

All	Dept	Category	Article No.	Description	MIN	MAX	Avg Daily Sales	ReOrder Point
<input checked="" type="radio"/>	A1	(A1) CANDY	0500000393	SNICKERS (384)(288)	3025	9075	0	0
<input checked="" type="radio"/>					0	0	0	0

Record Controls: Clear Delete Reset Exit

Records: 1 of 1

1. To generate the re-order for an entire Department and Click on the RED All button. The system will begin calculating the re-order based on the criteria selected. You will see a status bar at the bottom of the screen. Refer to the following figure:

Set or Review Min/Max levels for Re-Ordering

This screen allows you to review or compute your minimum and maximum stock levels based on your average daily sales over a specified time

Days to consider for Determining Average Daily Sales

Beginning Sales Date: 9/1/00 Ending Sales Date: 9/30/00

☐ Limit to In Port Days
 ☐ Limit to Local Operations Days
 ☐ Limit to At Sea Days
 ☐ Limit to Deployed Days

Factors for Determining Min/Max

Days Required for Shipping: 5

Days between Re-orders: 30

Minimum Days of Stock on Hand: 15

All	Dept	Category	Article No.	Description	MIN	MAX	Avg Daily Sales	ReOrder Point
					0	0	0	0

Record Controls

Clear Delete Reset Exit

2. Once the system has finished the following screen will appear:

Set or Review Min/Max levels for Re-Ordering

This screen allows you to review or compute your minimum and maximum stock levels based on your average daily sales over a specified time

Days to consider for Determining Average Daily Sales

Beginning Sales Date: 9/1/00 Ending Sales Date: 9/30/00

☐ Limit to In Port Days
 ☐ Limit to Local Operations Days
 ☐ Limit to At Sea Days
 ☐ Limit to Deployed Days

Factors for Determining Min/Max

Days Required for Shipping: 5

Days between Re-orders: 30

Minimum Days of Stock on Hand: 15

All	Dept	Category	Article No.	Description	MIN	MAX	Avg Daily Sales	ReOrder Point
	A1	(A1) CANDY	0500000191	CANDY HEATH ORIG BAR	14.423	48.077	0.9615	19.230769
	A1	(A1) CANDY	0500000195	HERSHEY/KISSES 6Z	8.6538	28.846	0.5769	11.538462
	A1	(A1) CANDY	0500000196	HERSHEY MILK CHOCOLATE BAR	20.769	69.231	1.3846	27.692308
	A1	(A1) CANDY	0500000198	HERSHEY/HERSHEY W/ALMOND (288)	0	0	0	0
	A1	(A1) CANDY	0500000206	HERSHEY/KIT KAT (432) SLO	23.077	76.923	1.5385	30.769231
	A1	(A1) CANDY	0500000208	HERSHEY/WHATCHAMACALLIT BAR	40.385	134.62	2.6923	53.846154
	A1	(A1) CANDY	0500000217	HERSHEY/REESE PNUIT BUTTER CUP	92.308	307.69	6.1538	123.07692

Record Controls

Clear Delete Save Exit

Record: 1 of 628

3. The system has determined the Min and Max Levels as well as the Average Daily Sales. Refer to the following figure:

MaxPoint POS System - [frmreorderrecd : Form]

File Edit Insert Records Window Help

Set or Review Min/Max levels for Re-Ordering

This screen allows you to review or compute your minimum and maximum stock levels based on your average daily sales over a specified time

Change Mode

Days to consider for Determining Average Daily Sales

Beginning Sales Date: 9/1/00 Ending Sales Date: 9/30/00

☐ Limit to In Port Days ☒ Limit to Local Operations Days ☐ Limit to At Sea Days ☐ Limit to Deployed Days

Factors for Determining Min/Max

Days Required for Shipping: 5
Days between Re-orders: 30
Minimum Days of Stock on Hand: 15

All	Dept	Category	Article No.	Description	MIN	MAX	Avg Daily Sales	ReOrder Point
<input checked="" type="radio"/>	A1	(A1) CANDY	0500000393	SNICKERS (384)(288)	255.58	851.92	17.038	340.76923
<input checked="" type="radio"/>	A1	(A1) CANDY	0500000394	MARS/3 MUSKETEERS (360)	23.077	76.923	1.5385	30.769231
<input checked="" type="radio"/>	A1	(A1) CANDY	0500000395	MARS/MARS CANDY BAR (288)	42.115	140.38	2.8077	56.153846
<input checked="" type="radio"/>	A1	(A1) CANDY	0500000396	TWIX CARAMEL (360)	0	0	0	0
<input checked="" type="radio"/>	A1	(A1) CANDY	0500000400	STARBURST ORIGINAL FRUIT CHEWS	0	0	0	0
<input checked="" type="radio"/>	A1	(A1) CANDY	0500000401	SKITTLES	0	0	0	0
<input checked="" type="radio"/>	A1	(A1) CANDY	0500000402	MARS/M&M PLAIN (384)	64.038	213.46	4.2692	85.384615

The system has calculated the Average Daily Sales of each item in the A1 Department based upon the dates entered.

Based on the factors entered in the top right hand corner and the average daily sales the system could calculate the MIN and Max levels.

Record Controls

Clear Delete Save Exit

4. The system also calculates the Re-Order amount in the last field. Refer to the following figure:

MaxPoint POS System - [frmreorderrecd : Form]

File Edit Insert Records Window Help

Set or Review Min/Max levels for Re-Ordering

This screen allows you to review or compute your minimum and maximum stock levels based on your average daily sales over a specified time

Change Mode

Days to consider for Determining Average Daily Sales

Beginning Sales Date: 9/1/00 Ending Sales Date: 9/30/00

☐ Limit to In Port Days ☒ Limit to Local Operations Days ☐ Limit to At Sea Days ☐ Limit to Deployed Days

Factors for Determining Min/Max

Days Required for Shipping: 5
Days between Re-orders: 30
Minimum Days of Stock on Hand: 15

All	Dept	Category	Article No.	Description	MIN	MAX	Avg Daily Sales	ReOrder Point
<input checked="" type="radio"/>	A1	(A1) CANDY	0500000393	SNICKERS (384)(288)	255.58	851.92	17.038	340.76923
<input checked="" type="radio"/>	A1	(A1) CANDY	0500000394	MARS/3 MUSKETEERS (360)	23.077	76.923	1.5385	30.769231
<input checked="" type="radio"/>	A1	(A1) CANDY	0500000395	MARS/MARS CANDY BAR (288)	42.115	140.38	2.8077	56.153846
<input checked="" type="radio"/>	A1	(A1) CANDY	0500000396	TWIX CARAMEL (360)	0	0	0	0
<input checked="" type="radio"/>	A1	(A1) CANDY	0500000400	STARBURST ORIGINAL FRUIT CHEWS	0	0	0	0
<input checked="" type="radio"/>	A1	(A1) CANDY	0500000401	SKITTLES	0	0	0	0
<input checked="" type="radio"/>	A1	(A1) CANDY	0500000402	MARS/M&M PLAIN (384)	64.038	213.46	4.2692	85.384615

The Re-Order Point is established by calculating average sales by day, the days required for shipment and minimum stocking levels between orders. This is what the system recommends to be ordered at this time.

Record Controls

Clear Delete Save Exit

5. Click on the Save button in the lower right side of the screen to save this information. Refer to the following figure:

MaxPoint POS System - [frmreorderrec : Form]

File Edit Insert Records Window Help

Set or Review Min/Max levels for Re-Ordering

This screen allows you to review or compute your minimum and maximum stock levels based on your average daily sales over a specified time

Change Mode

Days to consider for Determining Average Daily Sales

Beginning Sales Date: 9/1/00 Ending Sales Date: 9/30/00

☐ Limit to In Port Days
☒ Limit to Local Operations Days
☐ Limit to At Sea Days
☐ Limit to Deployed Days

Factors for Determining Min/Max

Days Required for Shipping: 5
Days between Re-orders: 30
Minimum Days of Stock on Hand: 15

All	Dept	Category	Article No.	Description	MIN	MAX	Avg Daily Sales	ReOrder Point
<input checked="" type="radio"/>	A1	(A1) CANDY	0500000393	SNICKERS (384)(288)	255.58	851.92	17.038	340.76923
<input checked="" type="radio"/>	A1	(A1) CANDY	0500000394	MARS/3 MUSKETEERS (360)	23.077	76.923	1.5385	30.769231
<input checked="" type="radio"/>	A1	(A1) CANDY	0500000395	MARS/MARS CANDY BAR (288)	42.115	140.38	2.8077	56.153846
<input checked="" type="radio"/>	A1	(A1) CANDY	0500000396	TWIX CARAMEL (360)	0	0	0	0
<input checked="" type="radio"/>	A1	(A1) CANDY	0500000400	STARBURST ORIGINAL FRUIT CHEWS	0	0	0	0
<input checked="" type="radio"/>	A1	(A1) CANDY	0500000401	SKITTLES	0	0	0	0
<input checked="" type="radio"/>	A1	(A1) CANDY	0500000402	MARS/M&M PLAIN (384)	64.038	213.46	4.2692	85.384615

Click on the Save button to post Min Max levels to the stock record cards.

Record Controls

Clear Delete Save Exit

- Click on the Change Mode button again to reflect Review Min/ Max Levels Mode. Enter the same criteria as before and click on the RED All button. The units have been rounded off to the nearest whole number. Refer to the following figure:

MaxPoint POS System - [frmreorderrec : Form]

File Edit Insert Records Window Help

Set or Review Min/Max levels for Re-Ordering

This screen allows you to review or compute your minimum and maximum stock levels based on your average daily sales over a specified time

Review Min/Max Levels Mode

Change Mode

Days to consider for Determining Average Daily Sales

Beginning Sales Date: 9/1/00 Ending Sales Date: 9/30/00

☐ Limit to In Port Days
☒ Limit to Local Operations Days
☐ Limit to At Sea Days
☐ Limit to Deployed Days

Factors for Determining Min/Max

Days Required for Shipping: 5
Days between Re-orders: 30
Minimum Days of Stock on Hand: 15

All	Dept	Category	Article No.	Description	MIN	MAX	Avg Daily Sales	ReOrder Point
<input checked="" type="radio"/>	A1	(A1) CANDY	0500000191	CANDY HEATH ORIG BAR	14	48	0.9615	19
<input checked="" type="radio"/>	A1	(A1) CANDY	0500000195	HERSHEY/KISSES 6Z	9	29	0.5769	12
<input checked="" type="radio"/>	A1	(A1) CANDY	0500000196	HERSHEY MILK CHOCOLATE BAR	21	69	1.3846	28
<input checked="" type="radio"/>	A1	(A1) CANDY	0500000198	HERSHEY/HERSHEY W/ALMOND (288)	0	0	0	0
<input checked="" type="radio"/>	A1	(A1) CANDY	0500000206	HERSHEY/KIT KAT (432) SLO	23	77	1.5385	31
<input checked="" type="radio"/>	A1	(A1) CANDY	0500000208	HERSHEY/WHATCHAMACALLIT BAR	40	135	2.6923	54
<input checked="" type="radio"/>	A1	(A1) CANDY	0500000217	HERSHEY/REESE PNIUT BUTTER CUP	92	308	6.1538	123

Your data has been saved!

Record Controls

Clear Delete Reset Exit

Records: 1 of 628

- Click on the exit button to return to the Smart Re-Order main menu.

Re-Order Recommendation Report:

The Re-Order Recommendation Report can be generated for the manager to review items that the system has suggested for re-order. It is not necessary to print the report, however you may find it useful to do so at some point. Click on the Re-Order Recommendation Report button and the report will be generated. Refer to the following figure:

Note: You must first calculate the re-order and save prior to generating this report.

Re-order Recommendation Report											
USS THEODORE ROOSEVELT UIC V01247											
Article	Description	Cases Per	Min	Max	Re- order Point	Ship Time (Days)	Avg Sales/ Day	Qty On Hand	Qty On Order	Re- order Qty	Re-order Qty (Rounded to nearest Case Pack)
050000300	CHICLES, FRUIT FLAVOR	1	47	150	82	5	9,115.935	24	0	147	147
050000307	DON FINE, CINNAMON	1	51	189	88	5	9,394.815	0	0	135	135
050000327	COUGH DROPS HALLS MNY	40	18	54	22	5	1,078.929	0	0	59	40
050000328	COUGH DROPS HALLS MCH	40	20	87	27	5	1,348.154	7	0	88	30
050001250	BRACH SOUR BALLS	1	5	17	7	5	0,348.154	5	0	19	19
050002013	LOLLIPOPS (240)	1	14	48	18	5	0,329.077	3	0	42	42
050002250	CHOC MOFF KEY HAIL UNJ	1	1	2	1	5	0,003.482	0	0	2	2
050002499	CANDY ATOMIC FIRE BALL	1	114	379	152	5	7,578.929	0	0	418	418
050002508	JOLLY RANCHER PASSION	12	47	158	82	5	9,115.935	0	0	171	183
050004000	JOLLY RANCHER GUMMIES	12	91	102	41	5	2,003.481	2	0	110	103
050004139	ENERGY CLUB GLO WORM	12	59	198	78	5	9,329.077	1	0	214	218
050004259	CANDY "AIRHEADS" ASS'F	1	44	148	58	5	2,329.077	40	0	120	120
050004309	HURSHY JUJUBES 1.5L (2	233	2	8	2	5	0,115.935	0	0	8	0
050004475	LOLLIPOPS ICE CREAM	1	5	15	8	5	0,307.892	0	0	18	18
050004478	Lollipop, Fruit Flavored	1	1	4	2	5	0,078.929	0	0	4	4
050004497	CANDY SOUR GUMMI BEAN	1	89	212	26	5	4,290.789	13	0	215	215
050004503	CANDY HIC ORANGE SLIC	12	1	4	2	5	0,078.929	0	0	4	0
050004540	MILKMAID CARMELS	12	1	4	2	5	0,078.929	0	0	4	0
050004542	HIC FRUIT HARD CANDIE	12	17	58	29	5	1,150.348	11	0	52	43
050004810	PEACH LOOPSIES	144	49	142	57	5	2,348.154	0	0	158	144
050004889	JOLLY RANCHER LOLLOPOP	12	43	182	85	5	9,290.789	0	0	178	130
050004718	JUICY TWIST'S STRANGER	12	57	190	78	5	9,207.892	0	0	209	204
050004717	JUICY TWIST'S GREEN APP	12	95	117	47	5	2,348.154	4	0	124	120
050004352	DOUBLEMINT (5 STICK)	40	192	508	202	5	10,115.935	0	0	558	580
050005170	NESTLE'S BUNCH CRUNCH	1	5	17	7	5	0,348.154	2	0	18	18
0500020175	CANDY SOUR BRICE CRAN	1	33	234	113	5	5,394.815	49	0	274	274

Page 2 of 3

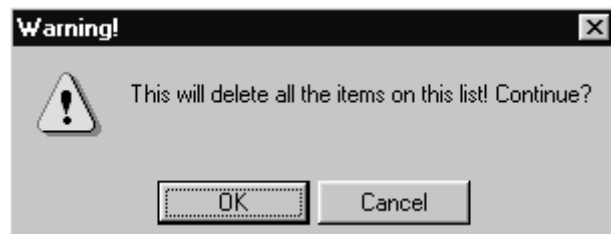
Using the Create Purchase Order Smart Re-Order:

From the Create Purchase Order Smart Re-Order option from the Inventory Movement option the following screen will appear:

Smart Order Report											
Dept.	Category	SKU#	Description	Contract No.	Stock	Order Qty.	Order Unit	Selling Qty.	Selling Unit	Article Cost	Order
▶	▼	▼									

Populate	Update ASL/ACB	Select All	Create PD	Return
	Delete Current	De-Select All	Stock Record	

Click on the Populate button and the following message will appear:



Click on the OK Button. This will purge any other smart order data with new.

The system will begin to populate the order fields with the recommended re-order. Note that any case packs that are valid the system will prompt the user to make the necessary decision. Refer to the following figure

Smart Order Report

Dept.	Category	SKU#	Description	Contract No.	Stock	Order Qty.	Order Unit	Selling Qty.	Selling Unit	Article Cost	Order
A1	(A1) GUM	0500000806	CHICLETS, FRUIT FLA	N00189-97-D-0100	0	147	PK	147	EA	\$0.2500	
A1	(A1) GUM	0500000807	DENTYNE, CINNAMON	N00189-97-D-0100	0	185	PK	185	EA	\$0.2300	
A1	(A1) COUGH DRO	0500000827	COUGH DROPS HALLS HNY LMN (480)							\$0.3900	
*											

The quantity entered (59) is not a multiple of a Case Pack quantity (40). The system will either round up (80) or down (40) to the nearest Case Pack quantity.

Would you like the system to round up?

Once all the items have been updated, the manager will need to review the items for the order. If an item is not desired for once reason or another it can be deleted or not selected for order. The recommendation report also provides the same information. Once all items have been reviewed the user can then process this order in the method described in the Orders section of this manual. Refer to the following figure:

Smart Order Report											
Dept.	Category	SKU#	Description	Contract No.	Stock	Order Qty.	Order Unit	Selling Qty.	Selling Unit	Article Cost	Order
A1	(A1) GUM	0500000806	CHICLETS, FRUIT FLA	N00189-97-D-0100	0	147	PK	147	EA	\$0.2500	
A1	(A1) GUM	0500000807	DENTYNE, CINNAMON	N00189-97-D-0100	0	185	PK	185	EA	\$0.2300	
A1	(A1) COUGH DRO	0500000827	COUGH DROPS HALLS	N00189-97-D-0100	0	80	EA			\$0.3900	
A1	(A1) COUGH DRO	0500000828	COUGH DROPS HALLS	N00189-97-D-0100	0	80	EA			\$0.3900	
A1	(A1) CANDY	0500001950	BRACH SOUR BALLS	N00189-97-D-0099	0	13	EA			\$0.4900	
A1	(A1) CANDY	0500002018	LOLLIPOPS (240)	unassigned	0	42	EA			\$0.3500	
A1	(A1) CANDY	0500002350	CHOC TOFFIFAY HAZ	N00189-98-D-0008	0	2	EA			\$0.3700	
A1	(A1) CANDY	0500002439	CANDY ATOMIC FIRE	N00189-96-D-0103	0	416	JR	416	EA	\$0.0300	
A1	(A1) CANDY	0500003566	JOLLY RANCHER PAS	N00189-97-D-0099	0	180	EA			\$0.5600	
A1	(A1) CANDY	0500004000	JOLLY RANCHER GUM	N00189-97-D-0099	0	120	EA			\$0.8600	
A1	(A1) CANDY	0500004183	ENERGY CLUB GLO W	N00189-96-D-0098	0	216	EA			\$0.6500	
A1	(A1) CANDY	0500004359	CANDY "AIRHEADS" A	N00189-99-D-0055	0	120	EA			\$0.8200	
A1	(A1) CANDY	0500004389	HERSHEY JUJUBES 1.	N00189-97-D-0099	0	288	EA			\$0.3300	
A1	(A1) CANDY	0500004477S	LOLLIPOPS ICE CREA	SSD-234-00-98	0	16	EA			\$0.0800	
A1	(A1) CANDY	0500004478	Lollipop, Fruit Flavor	SSD-234-00-95	0	4	EA	4	EA	\$0.0800	
A1	(A1) CANDY	0500004497	CANDY SOUR GUMMI	SSD-194-00-96	0	215	EA			\$0.7900	
A1	(A1) CANDY	0500004538	CANDY HI-C ORANGE	N00189-97-D-0099	0	12	EA			\$0.9000	
A1	(A1) CANDY	0500004540	MILKMAID CARMELS	N00189-97-D-0099	0	12	EA			\$0.9000	
A1	(A1) CANDY	0500004542	HI-C FRUITY HARD C	N00189-97-D-0099	0	60	EA			\$0.9000	

Restocking (Store Level)

Review/ Update Min/ Max Levels:

The reorder form is utilized to calculate and edit items of stock from the retail store for reorder based on the sales history of that particular item. The system has several criteria that can be selected to customize you reorder. Click on this option and the following screen will appear:

MaxPoint PDS System - [frmreorderrecd : Form]

File Edit Insert Records Window Help

Store Number [] **Set or Review Min/Max Levels for Re-Stocking** Calculate Min/Max Levels Mode

This screen allows you to review or compute your minimum and maximum stock levels based on your average daily sales over a specified time

Days to consider for Determining Average Daily Sales

Beginning Sales Date [8/24/00] Ending Sales Date [1/5/01]

☐ Limit to In Port Days ☐ Limit to Local Operations Days

☐ Limit to At Sea Days ☐ Limit to Deployed Days

Factors for Determining Min/Max

Days between Re-orders [1]

Minimum Days of Stock on Hand [1]

All	Dept	Category	Article No.	Description	MIN	MAX	Avg Daily Sales
					0	0	0

Record Controls

Clear Delete Save Exit

Record: [1] of 1

1. Click on the Change Mode button to activate the Calculate Min/ Max Levels Mode.
2. Scroll and select the appropriate EPOS activity that the smart re-stocking calculation is to be generated for. Refer to the following figure:

MaxPoint POS System - [firmreorderrecd : Form]

File Edit Insert Records Window Help

Store Number **1** **SHIP STORE 1** **Set or Review Min/Max Levels for Re-Stocking** Calculate Min/Max Levels Mode

This screen allows you to review or compute your minimum and maximum stock levels based on your average daily sales over a specified time

Change Mode

Days to consider for Determining Average Daily Sales

Beginning Sales Date **8/24/00** Ending Sales Date **1/5/01**

☐ Limit to In Port Days
 ☐ Limit to Local Operations Days
 ☐ Limit to At Sea Days
 ☐ Limit to Deployed Days

Factors for Determining Min/Max

Days between Re-orders **1**

Minimum Days of Stock on Hand **1**

Avg Daily Sales

All	Dept	Category	Article No.	Description	MIN	MAX	Avg Daily Sales
					0	0	0

Select the appropriate EPOS activity for smart re-stocking to be calculated.

Record Controls

Clear Delete Save Exit

Record: **1** of 1

- Enter the number of days between breakouts in the Days between Re-Orders field.
- Enter how many days of stock you want to keep on hand in the Minimum Days of Stock on Hand field. Refer to the following figure:

MaxPoint POS System - [firmreorderrecd : Form]

File Edit Insert Records Window Help

Store Number **1** **SHIP STORE 1** **Set or Review Min/Max Levels for Re-Stocking** Calculate Min/Max Levels Mode

This screen allows you to review or compute your minimum and maximum stock levels based on your average daily sales over a specified time

Change Mode

Days to consider for Determining Average Daily Sales

Beginning Sales Date **8/24/00** Ending Sales Date **1/5/01**

☐ Limit to In Port Days
 ☐ Limit to Local Operations Days
 ☐ Limit to At Sea Days
 ☐ Limit to Deployed Days

Factors for Determining Min/Max

Days between Re-orders **1**

Minimum Days of Stock on Hand **7**

Avg Daily Sales

All	Dept	Category	Article No.	Description	MIN	MAX	Avg Daily Sales
					0	0	0

Enter the desired days between breakouts and the minimum days of stock on hand.

Record Controls

Clear Delete Save Exit

Record: **1** of 1

- Enter the starting and ending dates for the specific period that you want use as filtering criteria. You can use additional filtering criteria to make the smart re-stock more specific. Refer to the following figure:

MaxPoint POS System - [firmreorderrecd : Form]

File Edit Insert Records Window Help

Store Number 1

Set or Review Min/Max Levels for Re-Stocking

This screen allows you to review or compute your minimum and maximum stock levels based on your average daily sales over a specified time

Calculate Min/Max Levels Mode

Change Mode

Days to consider for Determining Average Daily Sales

Beginning Sales Date 9/1/00 Ending Sales Date 09/30/00

Limit to In Port Days Limit to Local Operations Days

Limit to At Sea Days Limit to Deployed Days

Factors for Determining Min/Max

Days between Re-orders 1

Minimum Days of Stock on Hand 7

Avg Daily Sales

All	Dept	Category	Article No.	Description	MIN	MAX	Avg Daily Sales
					0	0	0

Enter the beginning and ending dates for the period you want to gather information for.

You can create additional criteria for the system to use for more specific information.

Record Controls

Clear Delete Save Exit

Record: 1 of 1

7. Scroll and select the department that you want to generate the smart re-stocking for. Refer to the following figure:

MaxPoint POS System - [firmreorderrecd : Form]

File Edit Insert Records Window Help

Store Number 1

Set or Review Min/Max Levels for Re-Stocking

This screen allows you to review or compute your minimum and maximum stock levels based on your average daily sales over a specified time

Calculate Min/Max Levels Mode

Change Mode

Days to consider for Determining Average Daily Sales

Beginning Sales Date 9/1/00 Ending Sales Date 9/30/00

Limit to In Port Days Limit to Local Operations Days

Limit to At Sea Days Limit to Deployed Days

Factors for Determining Min/Max

Days between Re-orders 1

Minimum Days of Stock on Hand 7

Avg Daily Sales

All	Dept	Category	Article No.	Description	MIN	MAX	Avg Daily Sales
	A1	Confections, Cookies, Crackers, Snack Products			0	0	0
	A2	Smoking Products			0	0	0
	A8	Pre-recorded Music			0	0	0
	B1	Camera			0	0	0
	B3	Sports Equipment, Athletic Supplies, Footwear			0	0	0
	B6	Consumer Electronics, Appliances, Office Equipment			0	0	0
	B8	Mugs and Ashtrays, Flowers, Gifts by Mail, Telephone Cards			0	0	0
	C1	Wallets, Luggage, Leather Goods			0	0	0

Record Controls

Clear Delete Save Exit

Record: 1 of 1

8. You can identify specific items for smart re-stocking or generate a re-stocking for the entire department.
9. Click on the RED All button and the system will calculate the Re-stocking level for the EPOS activity. Refer to the following figure:

MaxPoint POS System - [frmreorderrecd : Form]

File Edit Insert Records Window Help

Store Number: 1

Set or Review Min/Max Levels for Re-Stocking

This screen allows you to review or compute your minimum and maximum stock levels based on your average daily sales over a specified time

Days to consider for Determining Average Daily Sales

Beginning Sales Date: 9/1/00 Ending Sales Date: 9/30/00

☐ Limit to In Port Days
 ☐ Limit to Local Operations Days
 ☐ Limit to At Sea Days
 ☐ Limit to Deployed Days

Factors for Determining Min/Max

Days between Re-orders: 1

Minimum Days of Stock on Hand: 7

All	Dept	Category	Article No.	Description	MIN	MAX	Avg Daily Sales
					0	0	0

Record: 1 of 1

Record Controls: Clear Delete Save Exit

10. Once the system has finished with its calculations based on the criteria selected the following screen will appear populated with the information:

MaxPoint POS System - [frmreorderrecd : Form]

File Edit Insert Records Window Help

Store Number: 1

Set or Review Min/Max Levels for Re-Stocking

This screen allows you to review or compute your minimum and maximum stock levels based on your average daily sales over a specified time

Days to consider for Determining Average Daily Sales

Beginning Sales Date: 9/1/00 Ending Sales Date: 9/30/00

☐ Limit to In Port Days
 ☐ Limit to Local Operations Days
 ☐ Limit to At Sea Days
 ☐ Limit to Deployed Days

Factors for Determining Min/Max

Days between Re-orders: 1

Minimum Days of Stock on Hand: 7

All	Dept	Category	Article No.	Description	MIN	MAX	Avg Daily Sales
	A1	(A1) CANDY	0500000191	CANDY HEATH ORIG BAR	6.7308	7.6923	0.9615
	A1	(A1) CANDY	0500000195	HERSHEY/KISSES 6Z	4.0385	4.6154	0.5769
	A1	(A1) CANDY	0500000196	HERSHEY MILK CHOCOLATE BAR	9.6923	11.077	1.3846
	A1	(A1) CANDY	0500000198	HERSHEY/HERSHEY W/ALMOND (288)	0	0	0
	A1	(A1) CANDY	0500000206	HERSHEY/KIT KAT (432) SLO	10.769	12.308	1.5385
	A1	(A1) CANDY	0500000208	HERSHEY/WHATCHAMACALLIT BAR	18.846	21.538	2.6923
	A1	(A1) CANDY	0500000217	HERSHEY/REESE PBLT BUTTER CLIP	43.077	49.231	6.1538

Record Controls: Clear Delete Save Exit

11. Click on the save button to save this information. Refer to the following figure:

MaxPoint POS System - (firmreorderrecd : Form)

File Edit Insert Records Window Help

Set or Review Min/Max Levels for Re-Stocking

This screen allows you to review or compute your minimum and maximum stock levels based on your average daily sales over a specified time

Store Number: 1

Change Mode

Days to consider for Determining Average Daily Sales

Beginning Sales Date: 9/1/00 Ending Sales Date: 9/30/00

☐ Limit to In Port Days
 ☐ Limit to Local Operations Days
 ☐ Limit to At Sea Days
 ☐ Limit to Deployed Days

Factors for Determining Min/Max

Days between Re-orders: 1

Minimum Days of Stock on Hand: 7

All	Dept	Category	Article No.	Description	MIN	MAX	Avg Daily Sales
					0	0	0

Your data has been saved!

Record Controls

Clear Delete Save Exit

Record: 1 of 1

11. Click on the Exit button to return to the Smart Re-Order Main menu.

Re-Stock Recommendation Report:

The Re-Stock Recommendation Report can be generated for the manager to review items that the system has suggested for re-stock. Click on the Re-Stock Recommendation Report button and the report will be generated. Refer to the following figure:

Note: You must first calculate the re-stock and save prior to generating this report.

Breakout Recommendation Report

Run Date: 1/5/0
Run Time: 21:2

USS THEODORE ROOSEVELT UIC V21247
Store 1

Stock Number	Description	Min	Max	QTY On Hand Store	QTY On Hand Bull	Brk <u>o</u> u QTY
0500000191	CANDY HEATH ORIG BAR	7	8	0	576	288
0500000195	HERSHEY/KISSES 6Z	4	5	0	168	24
0500000196	HERSHEY MILK CHOCOLATE BAR	10	11	0	1728	432
0500000208	HERSHEY/WHATCHAMACALLIT BAR	19	22	7	394	394
0500000217	HERSHEY/REESE PNUT BUTTER CUP	43	49	5	5714	432
0500000232	HERSHEY/MINIATURES ASSTD	6	7	0	144	24
0500000807	DENTYNE, CINNAMON	24	27	0	0	NIS
0500000816	TRIDENT, SPEARMINT SUGAR FREE	26	29	6	96	23
0500000827	COUGH DROPS HALLS HNY LMN (480)	8	9	0	0	NIS
0500000828	COUGH DROPS HALLS MENTHO (480)	9	11	7	0	NIS
0500002107	CANDY DOVE MILK CHOC	6	7	2	288	288
0500002416	DOUBLE DECKER MOON PIE	7	8	2	72	12

Use this report to generate your next Breakout.

Financial Accounting:

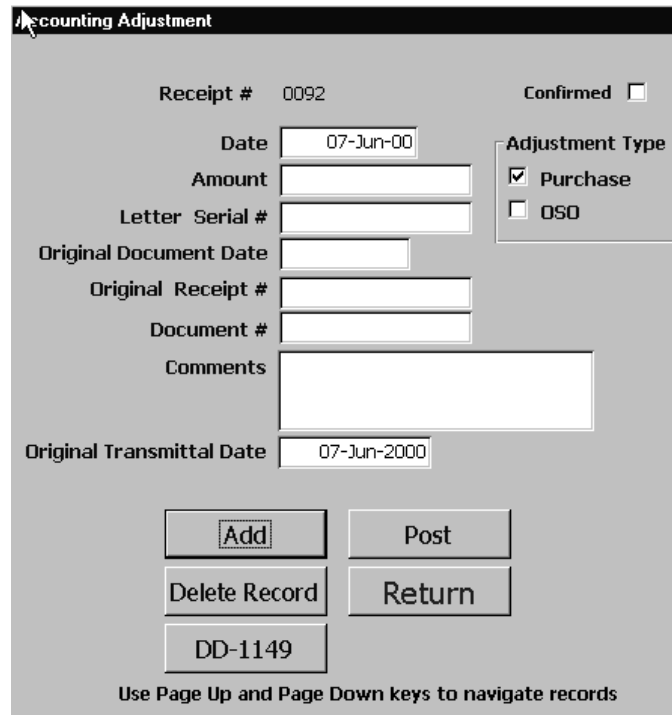
This function allows the operator to perform all of the accounting functions related to your ship's store system. To access this function, double-click on Financial Accounting. The following screen will appear:

A screenshot of a computer screen displaying a menu titled "Financial Accounting Menu". The menu lists 15 accounting functions: Accounting Adjustments, Amusement Collections, Amusement Machine Remittance, Cash Memorandum, Close out 153, Contributions to Ship Stores, Daily Transaction Report, Equipment Purchases, Grants to Ship, Laundry and Service Charges, Liabilities Assumed, Loans Paid, Loans Received, Rebates, Receipt Transmittal, Transfer of Ships Funds, and Vending Collections. At the bottom of the menu is a button labeled "Return".

Financial Accounting Menu
Accounting Adjustments
Amusement Collections
Amusement Machine Remittance
Cash Memorandum
Close out 153
Contributions to Ship Stores
Daily Transaction Report
Equipment Purchases
Grants to Ship
Laundry and Service Charges
Liabilities Assumed
Loans Paid
Loans Received
Rebates
Receipt Transmittal
Transfer of Ships Funds
Vending Collections
Return

Accounting Adjustments:

This function allows you to make adjustments to receipts. To access this function, click on this selection, and the following menu will appear:

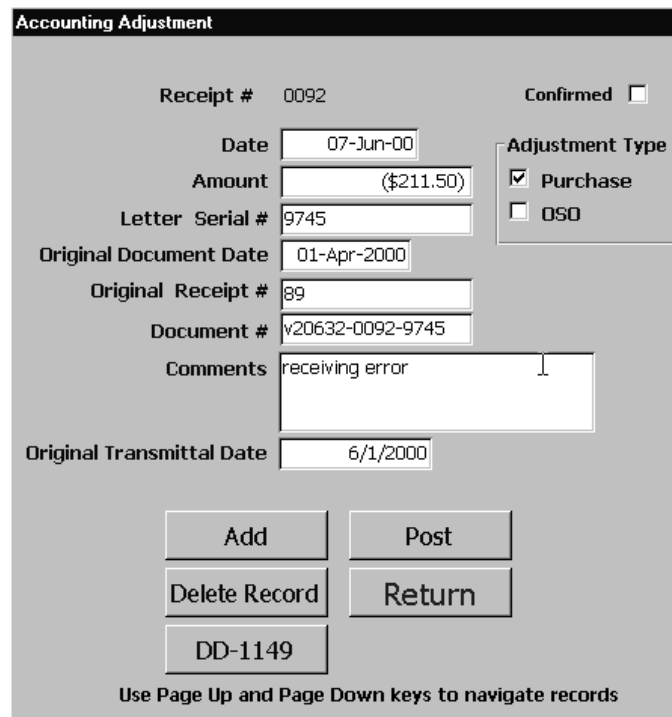


The screenshot shows a software window titled "Accounting Adjustment". It contains several input fields and checkboxes. The "Receipt #" field is populated with "0092". The "Date" field is populated with "07-Jun-00". The "Confirmed" checkbox is unchecked. The "Adjustment Type" section has two options: "Purchase" (checked) and "OSO" (unchecked). Other fields include "Amount", "Letter Serial #", "Original Document Date", "Original Receipt #", "Document #", "Comments", and "Original Transmittal Date" (populated with "07-Jun-2000"). At the bottom, there are four buttons: "Add", "Post", "Delete Record", and "Return". A label "DD-1149" is positioned below the "Delete Record" button. A footer note states "Use Page Up and Page Down keys to navigate records".

Adding a New Accounting Adjustment:

1. Click on the Add button. The next available receipt number and the current date fields are populated.
2. Enter the amount of the accounting adjustment. For negative figures ensure that a minus sign precedes the amount.
3. Enter the sequence number in the Letter Serial Number field.
4. Double click in the Original Document Date field and select the appropriate date.
5. Enter the receipt number in the Original Receipt Number field.
6. Enter the procurement document number in the Document Number field.

7. Enter any comments about the accounting adjustment in the Comments field.
8. Check the appropriate box in the Adjustment Type field.
9. Once you have verified that all information is correct, click on the Post button to finalize the accounting adjustment.



The screenshot shows a web form titled "Accounting Adjustment". It contains several input fields and checkboxes. The "Receipt #" field is pre-filled with "0092". The "Date" field contains "07-Jun-00". The "Amount" field contains "(\$211.50)". The "Letter Serial #" field contains "9745". The "Original Document Date" field contains "01-Apr-2000". The "Original Receipt #" field contains "89". The "Document #" field contains "v20632-0092-9745". The "Comments" field contains "receiving error". The "Original Transmittal Date" field contains "6/1/2000". There are two checkboxes for "Adjustment Type": "Purchase" (checked) and "OSO" (unchecked). A "Confirmed" checkbox is also present and unchecked. At the bottom, there are five buttons: "Add", "Post", "Delete Record", "Return", and "DD-1149". A footer note says "Use Page Up and Page Down keys to navigate records".

Deleting a Accounting Adjustment:

Once an Accounting Adjustment has been posted it cannot be deleted. Another accounting adjustment must be created to correct an error to the specific accounting adjustment.

If you have not posted the accounting adjustment you can then delete it.

1. Use the Page Up and Page Down keys to locate the accounting adjustment that you desire to delete.
2. Once you have located the appropriate accounting adjustment, click on the Delete Record button.

Printing a Accounting Adjustment:

1. Use the Page Up and Page Down keys to locate the accounting adjustment that you desire to delete.
2. Once you have located the appropriate accounting adjustment, click on the DD-1149 button.

ACCOUNTING ADJUSTMENT	RECEIPT NUMBER 0092	Confirmed	Page 1 of 1	5. DATE 07-Jun-00	6.REQUISITION NUMBER v20632-0092-9745			
1. FROM V20632 USS SAIPAN LHA-2 FPO AE 09549-1605			7. DATE MATERIAL REQUIRED		8. PRIORITY			
2. TO:			9 .AUTHORITY OR PURPOSE					
			10 .SIGNATURE S. L. DORMAN, ENS,SC,USNR		11 .VOUCHER NUMBER			
3. SHIP TO:			12 .DATE SHIPPED					
			13 .MODE OF SHIPMENT					
			14 AIR MOVEMENT DESIGNATOR					
4. Accounting and Appropriation Data								
Appropriation Symbol And SubHead	Object class	Bureau Control No.	Sub Allot	Authorization Acct'g Act'y	Trans Type	Property Acct'g Act'y	Cost Code	Amount
97X4930.NC1A	000	21001	0	000250	7C	V20632	000000929745	(\$211.50)

ACCOUNTING ADJUSTMENT PURCHASES (\$211.50)


THIS DOCUMENT EFFECTS RECEIPT # 89, DOCUMENT # v20632-0092-9745
ORIGINALLY TRANSMITTED IN THE MONTH OF 6/2000

receiving error

Confirmed Accounting Adjustment

Amusement Collections:

This function allows you to enter data regarding the collection of money from amusement machines. To access this function, click on this selection and the following screen will appear:



The screenshot shows a software interface titled "Amusement Collections". It contains several input fields and four buttons. The fields are: "Collections" (a dropdown menu), "Machine no" (a dropdown menu), "Today's Date" (a text box), "Counter" (a text box with the value "0"), "Total Collected" (a text box with the value "\$0.00"), and "Collected By" (a text box). The buttons are "Add Record", "Save Record", "Delete Record", and "Return".

Adding a Amusement Collection:

To post an amusement collection to the ROM II system, complete the following:

1. Click the Add Record button.
2. Use the drop-down arrow in the Machine field to locate and select the machine from which a collection was made.
3. Double click in the Today's Date field and select the appropriate date.
4. Enter the meter reading in the Counter field.
5. Enter the dollar amount collected from the amusement machine in the Total Collected field.
6. Enter the name of the person making the collection in the Collected By field.
7. Once all the information has been verified to be correct, click on the Save Record button. This will post the collection.

Deleting a Amusement Collection:

1. Use the Page Up and Page Down keys to locate the specific collection to be deleted.
2. Once you have located the collection, click on the Delete Record button.

Amusement Machine Remittance:

The Amusement Machine Remittance form allows the operator to enter information and post checks sent to the amusement machine vendor for leasing.

Machine Number	Description	Previous Reading	Current Reading
2	METAL SLUG	248447	249136
3	STREET FIGHTER	37347	38645
4	TEKKEN III	205070	205047
7	DIE HARD	111424	111933
8	AREA 51	0	0

Adding a Amusement Machine Remittance:

1. Click on the Add Remittance button. The screen will refresh. Refer to the following figure:

Amusement Remittance

Check No. Vendor

Amount Percentage

Letter Date Total Collections

Starting Date Total Due

End Date

Use Page Up and Page Down keys to navigate records

Machine Number	Description	Previous Reading	Current Reading
2	METAL SLUG	248447	249136
3	STREET FIGHTER	37347	38645
4	TEKKEN III	205070	205047
7	DIE HARD	111424	111933
8	AREA 51	0	0

- Double click in the Starting Date field and select the appropriate date starting date.
- Double click in the End Date field and select the appropriate ending date. Refer to the following figure:

Amusement Remittance

Check No. Vendor

Amount Percentage

Letter Date Total Collections

Starting Date Total Due

End Date

Use Page Up and Page Down keys to navigate records

Machine Number	Description	Previous Reading	Current Reading
2	METAL SLUG	248447	249136
3	STREET FIGHTER	37347	38645
4	TEKKEN III	205070	205047
7	DIE HARD	111424	111933
8	AREA 51	0	0

- Click on the Compute Total Collections and Total Due button. The system will automatically calculate amusement machine collections and calculate the percentage due to the vendor. Refer to the following figure:

Amusement Remittance

Check No. Vendor

Amount Percentage

Letter Date Total Collections

Starting Date Total Due

End Date **Compute Total Collections and Total due**

Use Page Up and Page Down keys to navigate records

Add Remittance **Delete Remittance** **Transmittal** **Return**

Machine Number	Description	Previous Reading	Current Reading
2	METAL SLUG	248447	249136
3	STREET FIGHTER	37347	38645
4	TEKKEN III	205070	205047
7	DIE HARD	111424	111933
8	AREA 51	0	0

5. Enter the total that is displayed in the Total Due field in the Amount field. Refer to the following figure:

Note prior to confirming any remittance, verify that the Total Collections amount is the same as that that is totaled in the cash books.

Amusement Remittance

Check No. Vendor

Amount Percentage Check number from disbursing.

Letter Date Total Collections

Starting Date Total Due

End Date **Compute Total Collections and Total due**

Date letter generated. Use Page Up and Page Down keys to navigate records

Add Remittance **Delete Remittance** **Transmittal** **Return**

Machine Number	Description	Previous Reading	Current Reading
2	METAL SLUG	248447	249136
3	STREET FIGHTER	37347	38645
4	TEKKEN III	205070	205047
7	DIE HARD	111424	111933
8	AREA 51	0	0

6. Click on the Transmittal button and the following letter be generated:

From: Commanding Officer, USS SAIPAN, LHA-2
 To: SPRING VALLEY AMUSEMENT
 1529 TECHNOLOGY DRIVE
 CHESAPEAKE, VA 23320

Subj: MONTHLY TRANSMITTAL OF MONIES FOR LEASED AMUSEMENT MACHINES

Encl: (1) Check Number 123456 in the amount \$144.57

1. Enclosure (1) is forwarded in accordance with the terms of the lease contract for electronic amusement machines. The following information applies:

- a. Period Covered: 6/1/2000 to 6/7/2000
- b. Total Cash Collected per Cashbook:

Name of Game	Current Meter Reading	Previous Meter Reading	Number of	Cash Collected
METAL SLUG	249136	248447	689	\$62.00
STREET FIGHT	38645	37347	1298	\$75.00
TEKKEN III	205047	205070	-23	\$100.00
DIE HARD	111933	111424	509	\$12.00
AREA51	0	0	0	\$25.00
RAIDEN	0	0	0	\$63.00

- c. Contractor's Remittance:
 42.9% of Gross Sales: \$337

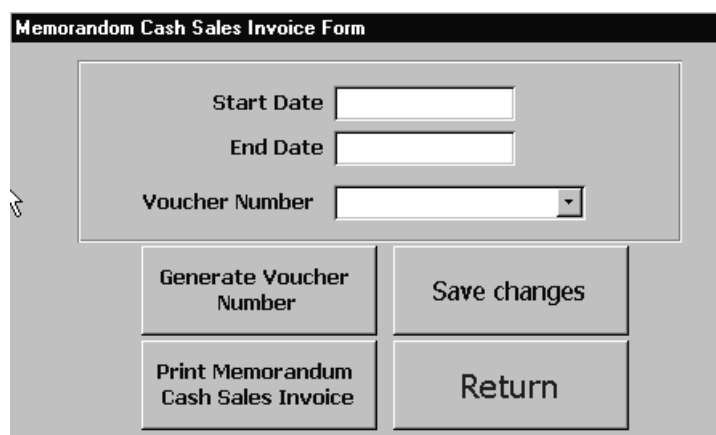
A. H. PAGE, CDR, SC, USN
 By direction

Copy to:
 Commander
 Navy Exchange Service Command (Code A)
 3280 Virginia Beach Blvd
 Virginia Beach VA 23452-5724

Amusement Machine Remittance Letter

Cash Memorandum:

This function lets you run your monthly Cash Memorandum report. To access this function, click on this selection. From this screen, you can print an existing Cash Memorandum (one that was previously generated), or create a new one. Click on this option and the following screen will appear:

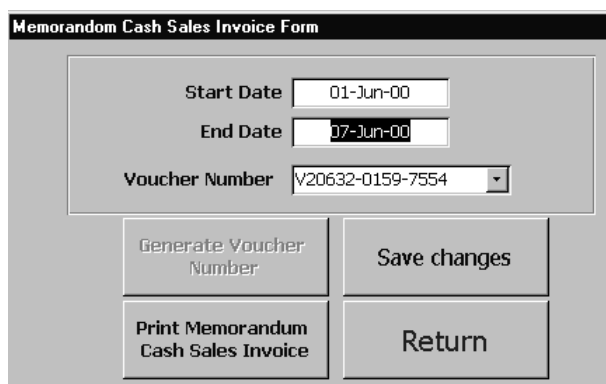


The screenshot shows a web form titled "Memorandum Cash Sales Invoice Form". It contains three input fields: "Start Date", "End Date", and "Voucher Number". Below these fields are four buttons arranged in a 2x2 grid: "Generate Voucher Number", "Save changes", "Print Memorandum Cash Sales Invoice", and "Return".

Creating a New Cash Memorandum:

To create a new Cash Memorandum report, complete the following:

1. Click on the Generate Voucher Number button. A new voucher number will be inserted into the Voucher Number field.
2. Advance to the Start Date field and double-click. Use the calendar selection box to select a start date for your report.
3. Advance to the End Date field and double-click. Use the calendar selection box to select an end date for your report. Refer to the following figure:



This screenshot shows the same form as above, but with data entered. The "Start Date" field contains "01-Jun-00", the "End Date" field contains "07-Jun-00", and the "Voucher Number" field contains "V20632-0159-7554". The buttons remain the same.

4. Click on the Print Memorandum Cash Sales Invoice button. The report will be generated and then displayed for you to view. Refer to the following:

REQUISITION AND INVOICE/SHIPPING DOCUMENT				Page 1 of 1		5. REQUISITION DATE		6. REQUISITION NUMBER	
1. FROM S. L. DORMAN, ENS, SC, USNR USS SAIPAN LHA-2				7. DATE MATERIAL REQUIRED				8. PRIORITY	
2. TO DISBURSING OFFICER USS SAIPAN LHA-2				9. AUTHORITY OR PURPOSE NAVSUP PUB 487, PAR 2232					
3. SHIP TO				10. SIGNATURE S. L. DORMAN, ENS, SC, USNR				11. VOUCHER #/DATE V20632-0159-7554	
				12. DATE SHIPPED				11B.	
				13. MODE OF SHIPMENT				14. BILL OF LADING	
15. AIR MOVEMENT DESIGNATOR									
4. Appropriation Symbol And SubHead		Object class	Bureau Control No.	Sub Allot	Authorization Acct'g Act'y	Trans Type	Property Acct'g Act'y	Cost Code	Amount
97X4930.NC1A		007		0	060951	3C	100721	0V2063298074	\$305.04
17R8723.2301				0		3C		0V2063275400	\$337.00

ITEM NO.	FEDERAL STOCK NO., DESC. AND CODING OF MATERIAL AND/OR SERVICE	UNIT OF ISS.	QUANTITY REQ.	SUPPLY ACTION	TYPE CONTAINER	CONTAINER NOS.	UNIT PRICE	TOTAL COST
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)

CASH DEPOSITED WITH THE DISBURSING OFFICER ON 6/7/2000

CASH FROM SALES (97X4930)	\$0.00
CASH FROM SOFT DRINK VENDING CUP AND CAN TYPES (97X4930)	\$0.00
CASH FROM BULK SALES (97X4930)	\$305.04
CASH COLLECTED FROM AMUSEMENT MACHINES (178723)	\$337.00
OTHER CONTRIBUTIONS AND SERVICE CHARGES (178723)	\$0.00

I CERTIFY THAT I HAVE RECEIVED FROM S. L. DORMAN, ENS, SC, USNR CASH IN THE AMOUNT OF \$642.04 REPRESENTING CASH COLLECTED FROM RETAIL SALES \$0.00, CASH COLLECTED FROM SOFT DRINK, CUP AND CAN TYPE VENDING MACHINES \$0.00, CASH COLLECTED FROM FOUNTAIN SALES (NONE), CASH COLLECTED FROM BULK SALES \$305.04, CASH COLLECTED FROM AMUSE MACHINES \$337.00, REB. CHECKS FROM EXCHANGE CAT. SALES (NONE), OTHER CONTRIB. & SERVICE CHARGES \$0.00, FOR THE PERIOD 6/1/2000 TO 6/7/2000 WHICH AMOUNT HAS BEEN INCLUDED IN MY STATEMENT OF ACCOUNTABILITY FOR THE PERIOD ENDING 6/7/2000

TOTAL \$642.04

16. TRANSPORTATION VI					17. SPECIAL HANDLING					
18. ISSUED BY	TOTAL CONTAINER	TYPE CONTAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CURRENT	19. RECEIVED	Containers Received Except As Noted	DATE	BY	Sheet Total
CHECKED BY			C.F. GONZALEZ, ENS, SC, US SYMBOL NO. 8356 6/6/00			C E I P T	Quantities Received Except as Noted	DATE	BY	Sheet Total
PACKED BY							Posted	DATE	BY	Sheet Total

DD FORM 1149

ORIGINAL

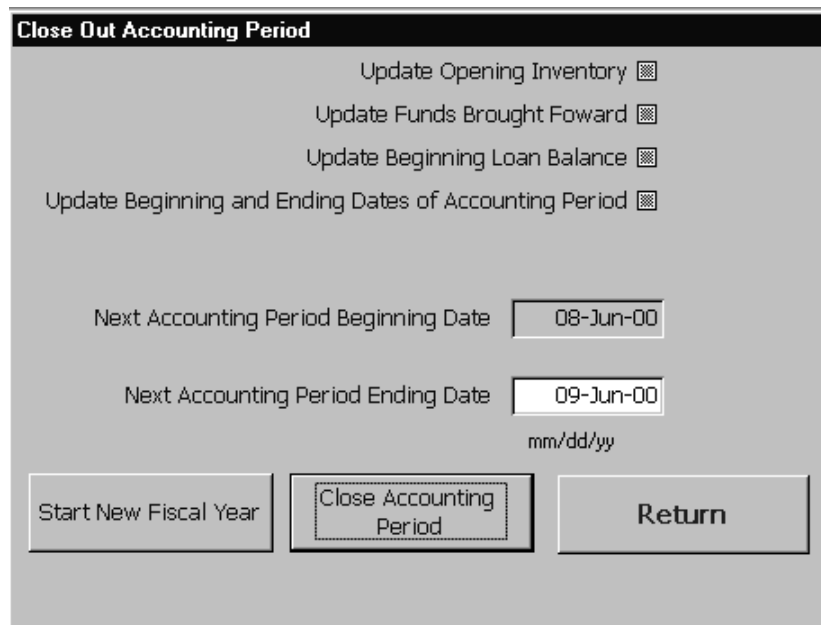
Printing an Existing Cash Memorandum

To print an existing Cash Memorandum report, complete the following:

1. Click on the Voucher Number drop-down arrow to locate and select the voucher number for the Cash Memorandum that you wish to print.
2. Click on the Print Memorandum Cash Sales Invoice button. The report will be generated and then displayed for you to view.
3. When you are ready to print the report, from the preview screen, click on the print memorandum cash sales invoice button.
4. Click on the return button to exit to the previous screen.

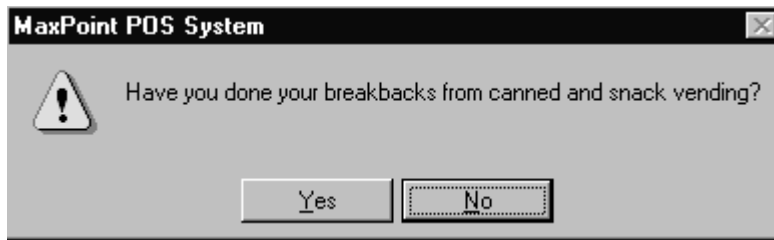
Close Out 153:

The Close Out 153 function is used at the end of the accounting period. To close out the 153 click on this option and the following screen will appear:



The screenshot shows a software window titled "Close Out Accounting Period". It contains several options with checkboxes: "Update Opening Inventory", "Update Funds Brought Forward", "Update Beginning Loan Balance", and "Update Beginning and Ending Dates of Accounting Period". Below these are two date input fields: "Next Accounting Period Beginning Date" (08-Jun-00) and "Next Accounting Period Ending Date" (09-Jun-00), with a "mm/dd/yy" label. At the bottom are three buttons: "Start New Fiscal Year", "Close Accounting Period" (which is highlighted with a dashed border), and "Return".

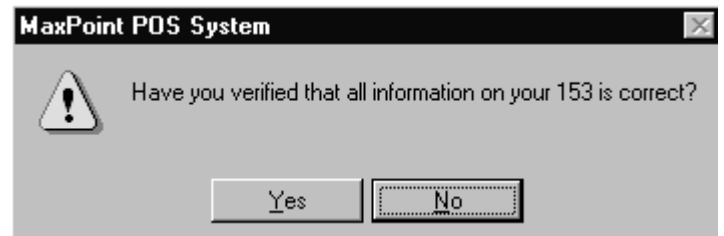
1. Click on the Close Accounting Period button and you will get the following question messages:



Message Number One



Message Number Two



Message Number Three

Once you have completed all of the things that are requested, then the system will close out and refreshes all information.

Contribution to Ship's Store:

This function lets you enter contributions received by the Ship's Store system into ROM II. To access this function, click on this selection and the following screen will appear:

A screenshot of the 'Contribution to Ship Store' form. The title 'Contribution to Ship Store' is at the top. Below the title, there are four input fields: 'Amount', 'Today'sDate', 'Check #', and 'Comments'. The 'Comments' field is a larger text area. At the bottom, there are four buttons: 'Add Contribution', 'Save Changes', 'Delete Contribution', and 'Return'. Below the buttons, there is a note: 'Use Page Up and Page Down keys to navigate records'.

Adding a New Contribution:

To add a new contribution, do the following:

1. Click on the Add Contribution button.
2. Enter the amount of the contribution (include the decimal point) into the Amount field.
3. Advance to the Date field and double-click. Use the calendar selection box to select the date that the contribution was received.
4. Advance to the Check # field and enter the check number.
5. Advance to the Comments field and enter any appropriate comments (for instance, the contributor's name).
6. Click on the Save Changes button. Refer to the following figure:

The screenshot shows a software window titled "Contribution to Ship Store". Inside the window, there are four input fields: "Amount" with the value "\$487.50", "Today's Date" with the value "07-Jun-2", "Check #" with the value "220600", and "Comments" with the text "NAVY EXCHANGE CAR SALES PROGRAM". Below these fields are four buttons arranged in a 2x2 grid: "Add Contribution", "Save Changes", "Delete Contribution", and "Return". At the bottom of the window, there is a text instruction: "Use Page Up and Page Down keys to navigate records".

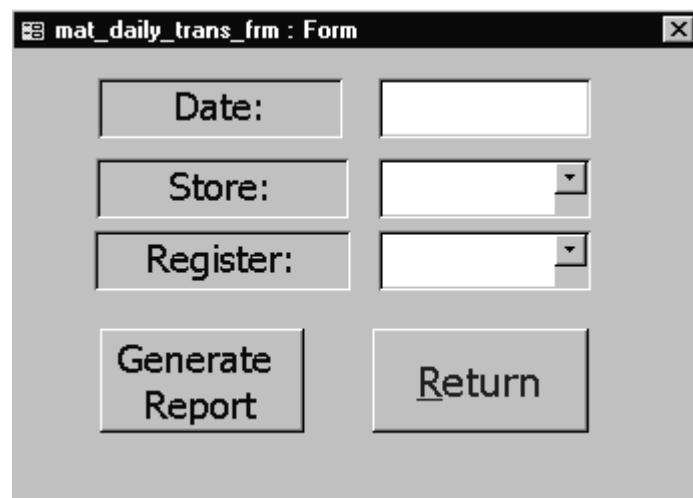
Deleting a Contribution:

To delete a contribution, do the following:

1. Scroll to the contribution desired to delete.
2. Click on the Delete Contribution button.
3. Click on the Save Changes button.
4. On the Return button to return to the previous menu.

Daily Transaction Report:

The Daily Transaction Log is used that when given a specific set of filters will generate a report of sales in a specific EPOS activity.



The screenshot shows a software window titled "mat_daily_trans_frm : Form". Inside the window, there are four input fields arranged in two columns. The left column contains labels "Date:", "Store:", and "Register:". The right column contains three empty text boxes, the first of which is aligned with "Date:", and the other two are aligned with "Store:" and "Register:" respectively. Below the "Store:" and "Register:" labels, there are small downward-pointing arrows, indicating that these are dropdown menus. At the bottom of the window, there are two buttons: "Generate Report" on the left and "Return" on the right.

1. Double click in the Date field and enter the desired date.
2. Scroll and select the appropriate store.
3. Scroll and select the appropriate register.
4. To generate the report click on the Generate Report button. Refer to the following figure:

mat_daily_trans_frm : Form

Date: 09-May-00

Store: 1

Register: 1001

Generate Report

Return

Equipment Purchase:

This function lets you account for the purchase of major equipment. (For a list of authorized equipment, refer to NAVSUP P-487 chapter 4 paragraph 4411.1). To access this function, click on this selection and the following screen will appear:

Equipment Purchases

Amount: Posted to 153 ☐

Date:

Comments:

Add Purchase

Post to 153

Delete Purchase

Return

Use Page Up and Page Down keys to navigate records

Adding a New Equipment Purchase Record:

To add a new equipment purchase, do the following:

1. Click on the Add Purchase button.
2. Enter the amount of the purchase (include the decimal point) into the Amount field.

3. Advance to the Date field and double-click. Use the calendar selection box to select the date that the purchase occurred.
4. Advance to the Comments field and enter a brief description of the equipment and from whom it was purchased. Refer to the following figure:

The screenshot shows a form titled "Equipment Purchases". It contains the following fields and controls:

- Amount:** A text box containing "\$200.00".
- Posted to 153:** A checkbox that is currently unchecked.
- Date:** A text box containing "07-Jun-2000".
- Comments:** A text box containing "coin changer".
- Buttons:** Four buttons are arranged in a 2x2 grid: "Add Purchase", "Post to 153", "Delete Purchase", and "Return".
- Footer:** A line of text that reads "Use Page Up and Page Down keys to navigate records".

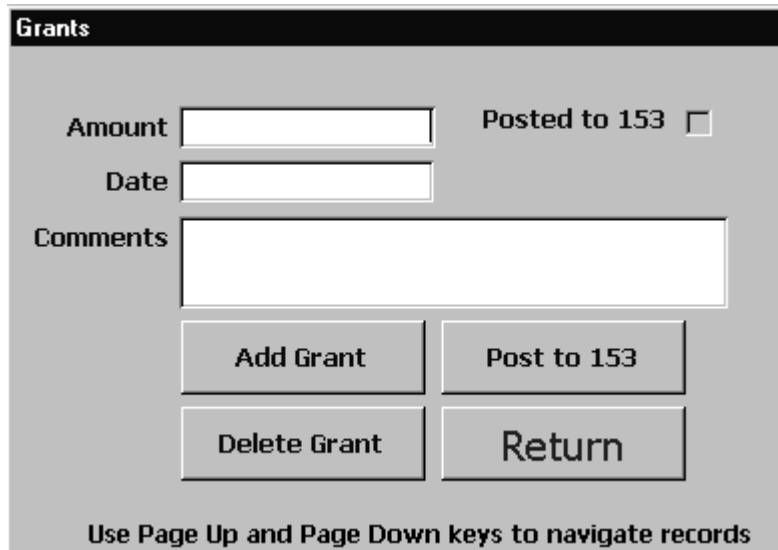
5. Click on the Save Changes button. Refer to the following figure:

This screenshot shows the same "Equipment Purchases" form as the previous one, but with the following changes:

- Posted to 153:** The checkbox is now checked.
- Post to 153 button:** This button is highlighted with a dashed border, indicating it is the active or selected button.
- Other elements:** The Amount, Date, and Comments fields remain the same. The other buttons and the footer text are also present.

Grants to Ship:

This function lets you enter grants received into ROM II. To access this function, click on this selection and the following screen will appear:

A screenshot of a software interface titled "Grants". It features a form with three input fields: "Amount", "Date", and "Comments". The "Amount" field is a single-line text box, "Date" is a single-line text box, and "Comments" is a multi-line text area. To the right of the "Amount" field is a checkbox labeled "Posted to 153". Below the input fields are four buttons arranged in a 2x2 grid: "Add Grant", "Post to 153", "Delete Grant", and "Return". At the bottom of the form, there is a text instruction: "Use Page Up and Page Down keys to navigate records".

Grants

Amount Posted to 153 ☐

Date

Comments

Add Grant **Post to 153**

Delete Grant **Return**

Use Page Up and Page Down keys to navigate records

Adding a New Grant:

1. To add a new grant, do the following:
2. Click on the Add Grant button.
3. Enter the amount of the grant into the Amount field.
4. Advance to the Date field and double-click. Use the calendar selection box to select the date that the grant was received.
5. Advance to the Comments field and enter a brief explanation for the grant.
6. Click on the Save Changes button.
7. Click on the Return button to return to the previous menu.

Grants

Amount Posted to 153 ☐

Date

Comments

Use Page Up and Page Down keys to navigate records

Deleting a New Grant:

1. Use the Page Up and the Page Down keys to select the desired Grant.
2. Click on the Delete Grant button and the appropriate grant will be deleted from the system.

Laundry and Service Charges:

This function lets you enter laundry and service charges into ROM II. To access this function, click on this selection and the following screen will appear:

Laundry and Service Charges

Posted to 153: ☒

Type of Charge

Name

Tracking #

Amount

Date

Comments

Use Page Up and Page Down keys to navigate records

Adding a Claim:

To add a new claim, do the following:

1. Click on the Add Record button.
2. Use the drop-down arrow in the Type of Charge field to locate and select the Laundry Claim option. Refer to the following figure:

Laundry and Service Charges

Posted to 153: ☐

Type of Charge ▼

LAUNDRY SERVICES

SERVICE CHARGE

Name

Tracking #

Amount

Date

Comments

Add Record Post to 153

Delete Record Return

Use Page Up and Page Down keys to navigate records

3. Advance to the Name field and enter the name of the person filing laundry claim.
4. Advance to the Tracking # field and enter the tracking number, this is a locally prepared number by your ship. This could also be the social security number of the person filing the laundry claim.
5. Advance to the Amount field and enter the amount of the laundry claim.
6. Advance to the Date field and double-click. Use the calendar selection box to select the date that of the claim.
7. Advance to the Comments field and enter a brief description of the laundry claim. Refer to the following figure:

Laundry and Service Charges

Posted to 153: ☐

Type of Charge: LAUNDRY SERVICES

Name: Captain Smith

Tracking #: 9898

Amount: \$36.00

Date: 12-Jun-2000

Comments: Damaged CNT Trouser

Add Record Post to 153

Delete Record Return

Use Page Up and Page Down keys to navigate records

8. Click on the Post to 153 button to save the changes and post to ROM II system. Refer to the following figure:

Laundry and Service Charges

Posted to 153: ☒

Type of Charge: LAUNDRY SERVICES

Name: LCDR SCEARECE, ROBERT

Tracking #: PV00048

Amount: \$27.50

Date: 12-Apr-2000

Comments: LAUNDRY CLAIM 10FEB00

Add Record Post to 153

Delete Record Return

Use Page Up and Page Down keys to navigate records

9. Click on the Return button to return to previous screen.

Deleting a Laundry Claim:

1. Use the Page Up and the Page Down key to select the desired Laundry Claim.
2. Click on the Delete Record Button. The following message will appear:



3. Click on the appropriate response.

Adding a Service Charge:

To add a new service charge, do the following:

1. Click on the Add Record button.
2. Use the drop-down arrow in the Type of Charge field to locate and select the Service Charge option. Refer to the following figure:

A screenshot of the 'Laundry and Service Charges' form. At the top, there is a checkbox labeled 'Posted to 153:'. Below this is the 'Type of Charge' field, which is a drop-down menu currently showing 'LAUNDRY SERVICES' and 'SERVICE CHARGE'. A callout bubble points to the drop-down arrow with the text 'Scroll and select.'. Below the drop-down are fields for 'Name', 'Tracking #', 'Amount', and 'Date'. At the bottom is a large 'Comments' text area. Below the form are four buttons: 'Add Record', 'Post to 153', 'Delete Record', and 'Return'. At the very bottom, a footer note says 'Use Page Up and Page Down keys to navigate records'.

3. Advance to the Name field and enter the name of the Company performing the service.
4. Advance to the Tracking # field and enter the Invoice number for the service. This invoice is provided by the company performing the service.
5. Advance to the Amount field and enter the amount of the Service Charge.
6. Advance to the Date field and double-click. Use the calendar selection box to select the date that of the claim.
7. Advance to the Comments field and enter a brief description of the service charge. Refer to the following figure:

Laundry and Service Charges

Posted to 153: ☐

Type of Charge: SERVICE CHARGE

Name: GEKAY SALES

Tracking #: 13259874

Amount: \$230.55

Date: 12-Jun-2000

Comments: VENDING MACHINE REPAIRS

Add Record Post to 153

Delete Record Return

Use Page Up and Page Down keys to navigate records

8. Click on the Post to 153 button to save the changes and post to ROM II system. Refer to the following figure:

Laundry and Service Charges

Posted to 153: ☒

Type of Charge: LAUNDRY SERVICES

Name: LCDR SCEARECE, ROBERT

Tracking #: PV00048

Amount: \$27.50

Date: 12-Apr-2000

Comments: LAUNDRY CLAIM 10FEB00

Use Page Up and Page Down keys to navigate records

- Click on the Return button to return to previous screen.

Deleting a Service Charge:

- Use the Page Up and the Page Down key to select the desired Service Charge.
- Click on the Delete Record Button. The following message will appear:

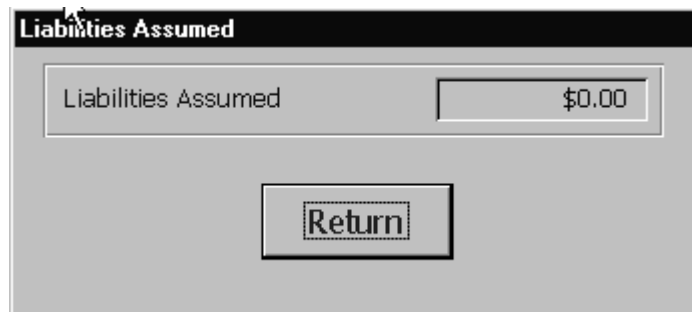
Delete Transaction #

? You are about to delete this Laundry or Service Charge. Transaction #

- Click on the appropriate response.

Liabilities Assumed:

The liabilities function allows the operator to enter a figure for anticipated expenses for the next accounting period. This is then entered to the line C24A of the 153.



The screenshot shows a software window titled "Liabilities Assumed". Inside the window, there is a label "Liabilities Assumed" followed by a text input field that contains the value "\$0.00". Below this input field, centered on the screen, is a button with the text "Return".

Enter the dollar figure that you want to hold back for anticipated expenses for the next accounting period. Click on the return button to exit and save. The figure will post to line C24A on the 153.

Loans Received:

This function lets you enter loans received, from NEXCOM, into ROM II. Once a loan has been added, you track the payments that your ship makes on the loan through the Loan Payments function. To access this function, click on this selection and the following screen will appear:

The screenshot shows a software window titled "Loan Receiving Form". It contains several input fields and buttons. At the top, there are three balance fields: "Starting Balance" with a value of "\$0.00", "Current Balance" with a value of "\$0.00", and "New Balance" which is empty. To the right of these is a checkbox labeled "Posted to 153". Below the balance fields are three more input fields: "Amount", "Date", and "Letter Serial #", all of which are empty. Below these is a larger text area labeled "Comments". At the bottom of the form are four buttons arranged in a 2x2 grid: "Add Loan", "Post to 153", "Delete Loan", and "Return". At the very bottom of the window, a status bar reads "Use Page Up and Page Down keys to navigate records".

Adding a Loan:

To add a new loan, complete the following:

1. Click on the Add Loan button.
2. Enter the amount of the loan into the Amount field.
3. Advance to the Date field and double-click. Use the calendar selection box to select the date of the loan.
4. Advance to the Letter Serial # field and enter the serial number of the letter that authorized the loan.
5. Advance to the Comments field and enter a brief description of the loan. Refer to the following figure:

Loan Receiving Form

Starting Balance Posted to 153 ☐

Current Balance

New Balance

Amount

Date

Letter Serial #

Comments

Use Page Up and Page Down keys to navigate records

6. Click on the Post to 153 button. The New Balance field is updated automatically.

Loan Receiving Form

Starting Balance Posted to 153 ☒

Current Balance

New Balance

Amount

Date

Letter Serial #

Comments

Use Page Up and Page Down keys to navigate records

Once you post the system makes the new changes to the New Balance field.

7. Click on the Return button to return to the previous menu.

Note: Once you have entered all the information and saved the new loan the New Balance field will reflect the new loan figure and the Current Balance field. Once you have save this information the 153 will be adjusted accordingly.

Deleting a Loan:

To delete a Loan Received, do the following:

1. Use the Page Up and Page Down Keys to locate the record that you wish to delete.
2. Click on the Delete Loan button.
3. Click on the Return button to return to the previous menu.

Loans Paid:

This function lets you enter loan payments, to NEXCOM, into ROM II. Once a loan has been added, this function lets you track the payments that your ship makes on the loan. To access this function, click on this selection. The following screen will appear:

The screenshot shows a window titled "Loan Payments Form". It contains several input fields and buttons. At the top, there are three fields: "Starting Balance" with a value of "\$0.00", "Current Balance" with a value of "\$5,000.00", and "New Balance" which is empty. To the right of these fields is a checkbox labeled "Posted to 153" which is currently unchecked. Below these fields are two more input fields: "Amount" and "Date", both of which are empty. At the bottom of the form, there are four buttons arranged in a 2x2 grid: "Add Payment", "Post to 153", "Delete Payment", and "Return". Below the buttons, there is a line of text that reads "Use Page Up and Page Down keys to navigate records".

Adding a Loan Payment:

To add a new loan payment, do the following:

1. Click on the Add Payment button.
2. Enter the amount of the Payment into the Amount field.
3. Advance to the Date field and double-click. Use the calendar selection box to select the date of the loan payment. Refer to the following figure:

Loan Payments Form	
Starting Balance	\$0.00
Current Balance	\$5,000.00
New Balance	
Amount	\$2,000.00
Date	12-Jun-2000
<div> <div>Add Payment</div> <div>Post to 153</div> <div>Delete Payment</div> <div>Return</div> </div>	
Use Page Up and Page Down keys to navigate records	

- Click on the Post to 153 button.
- Click on the Return button to return to the previous menu.

Deleting a Loan Payment:

To delete a Loan Payment do the following:

- Use the Page Up and Page Down Keys to locate the record that you wish to delete.
- Click on the Delete Loan button.
- Click on the Return button to return to the previous menu.

Rebates:

This function lets you enter Rebates into ROM II. To access this function, click on this selection. The following screen will appear:

The screenshot shows a window titled "Rebates". It contains the following elements:

- Amount:** An empty text input field.
- Posted to 153:** A checkbox that is currently unchecked.
- Date:** An empty text input field.
- Comments:** A large empty text area.
- Buttons:** Four buttons arranged in a 2x2 grid: "Add Rebate", "Post to 153", "Delete Rebate", and "Return".
- Footer:** The text "Use Page Up and Page Down keys to navigate records".

Adding a new Rebate:

1. Click on the Add Rebate button.
2. Enter the amount of the Rebate in the Amount field.
3. Double click in the Date field and enter the appropriate date.
4. Enter any information about the Rebate in the Comments field. Refer to the following figure:

This screenshot shows the same "Rebates" window, but with data entered into the fields:

- Amount:** The text "\$200.00" is entered.
- Posted to 153:** The checkbox remains unchecked.
- Date:** The text "12-Jun-2000" is entered.
- Comments:** The text "Enter who rebate comes from here." is entered.
- Buttons:** The same four buttons ("Add Rebate", "Post to 153", "Delete Rebate", "Return") are present.
- Footer:** The text "Use Page Up and Page Down keys to navigate records" is at the bottom.

Deleting a Rebate:

To delete a Rebate do the following:

4. Use the Page Up and Page Down Keys to locate the record that you wish to delete.
5. Click on the Delete Rebate button.
6. Click on the Return button to return to the previous menu.

Receipts Transmittal:

The receipts transmittal option allows the operator to generate the monthly transmittal report and disk. Click this option and the following screen will appear:

The screenshot shows a menu titled "TRANSMITTAL OF SHIP'S STORE RECEIPTS" for "Ship's Store, USS SAIPAN LHA-2, UIC V20632". The menu contains three main buttons: "Create Diskette", "Print", and "Return". Below these buttons is a "Date Range" section with two input fields labeled "Start" and "End".

Creating a Receipt Transmittal:

1. Double click in the Start field and select the desired start date.
2. Double click in the End field and select the desired end date.
3. Press the Enter button and the Print and Create disk buttons will become active. Refer to the following figure:

TRANSMITTAL OF SHIP'S STORE RECEIPTS	
Ship's Store, USS SAIPAN LHA-2, UIC V20632	
<div>Create Diskette</div>	
<div>Print</div>	
<div>Return</div>	
<div>Date Range</div>	
Start	01-May-00
End	31-May-00

Printing the Monthly Transmittal:

1. Click on the Print button and the report will be generated. Refer to the following cover letter:

12-Jun-00

From: Commanding Officer, USS SAIPAN, LHA-2
To: DEFENSE FINANCE & ACCOUNTING SERVICE
NORFOLK OPLOC, CODE FPVB
9712 VIRGINIA AVENUE, NORFOLK, VA 23511
NORFOLK, VA 23511-3297

Subj: TRANSMITTAL OF SHIP'S STORE RECEIPTS

Ref: (a) NAVSUP Pub 487, par. 5305

Encl: (1) RECEIPTS FROM PURCHASE
(2) RECEIPTS FROM OTHER SUPPLY OFFICERS

1. In accordance with reference (a), enclosures (1) and (2) are forwarded for the month of May containing receipt numbers 0088 through 0089.

A. H. PAGE, CDR, SC, USN
By direction

The monthly receipts and accounting adjustments will be reported on the sheet/s following the cover letter.
Refer to the following report:

TRANSMITTAL OF SHIP'S STORE RECEIPT DOCUMENTS

Ship's Store, USS SAIPAN LHA-2, UIC V20632

For Period: 5/1/2000 Through 5/31/2000

Date of Receipt	Receipt No	P.O./Req No	OSO's	Purchase's
5/3/00	0088	V20632-0094-9778		\$498.50
5/31/00	0089	V20632-0092-9745		\$6,067.37
Totals				\$6,565.87

Creating a Transmittal Disk:

1. Format a floppy disk.
2. Click on the Create Diskette button.
3. The system will copy the transmittal information to disk.

Transfer of Ship's Funds:

This function allows you to post funds transferred to MWR from your ship's operation. To access this function, click on this selection and the following screen will appear:

Funds Transferred

Amount Posted to 153 ☐

Date

Comments

Add Transfer Post to 153

Delete Transfer Return

Use Page Up and Page Down keys to navigate records

Adding Funds:

To add funds, do the following:

1. Click on the Add Transfer button.
2. Enter the amount into the Amount field.
3. Advance to the Date field and double-click. Use the calendar selection box to select the date.
4. Advance to the Comments field and enter a brief description of the funds being transferred and check number. Refer to the following figure:

The screenshot shows a window titled "Funds Transferred". It contains the following elements:

- Amount:** A text box containing "\$3,000.00".
- Posted to 153:** A checkbox that is currently unchecked.
- Date:** A text box containing "01-Jun-2000".
- Comments:** A text box containing "Funds Transferred to MWR".
- Buttons:** Four buttons arranged in a 2x2 grid: "Add Transfer", "Post to 153", "Delete Transfer", and "Return".
- Footer:** A line of text at the bottom that reads "Use Page Up and Page Down keys to navigate records".

5. Click on the Post to 153 button.
6. Click on the Return button to return to the previous menu.

Vending Collections:

This function lets you enter data regarding the collection of money from vending machines. To access this function, click on this selection and the following screen will appear:

Vending Collection Process

Accounting Period Start: 05-Aug-2000
Accounting Period Start: 31-Dec-2000

Storage Room

Vending Machine Number

Today's Date

Amount Collected

Use Page Up and Page Down keys to navigate records

To post vending collections to the ROM II system, do the following:

1. Click on the Add New Collection button. **This process must be done for each machine collected.**
2. Click on the drop-down arrow in the Storage Room field and select the appropriate storage room that the machine is fed by. Refer to the following figure:

Vending Collection Process

Accounting Period Start: 05-Aug-2000
Accounting Period Start: 31-Dec-2000

Storage Room

Vending Machine Number

Today's Date

Amount Collected

Use Page Up and Page Down keys to navigate records

3. Use the drop-down arrow in the Vending Machine Number field to locate and select the machine. Refer to the following figure:

Vending Collection Process

Accounting Period Start: 05-Aug-2000
Accounting Period Start: 31-Dec-2000

Storage Room: 9700

Vending Machine Number: 9701

Today's Date: 0

Amount Collected:

Add New Collection

Delete Collection

Return

Use Page Up and Page Down keys to navigate records

4. Advance to the Date field and double-click. Select the collection date from the calendar selection box.
5. Advance to the Amount Collected field and enter the dollar amount collected from the machine. Refer to the following figure:

Vending Collection Process

Accounting Period Start: 05-Aug-2000
Accounting Period Start: 31-Dec-2000

Storage Room: 9700

Vending Machine Number:

Today's Date: 29-Dec-2000

Amount Collected: 200.00

Add New Collection

Delete Collection

Return

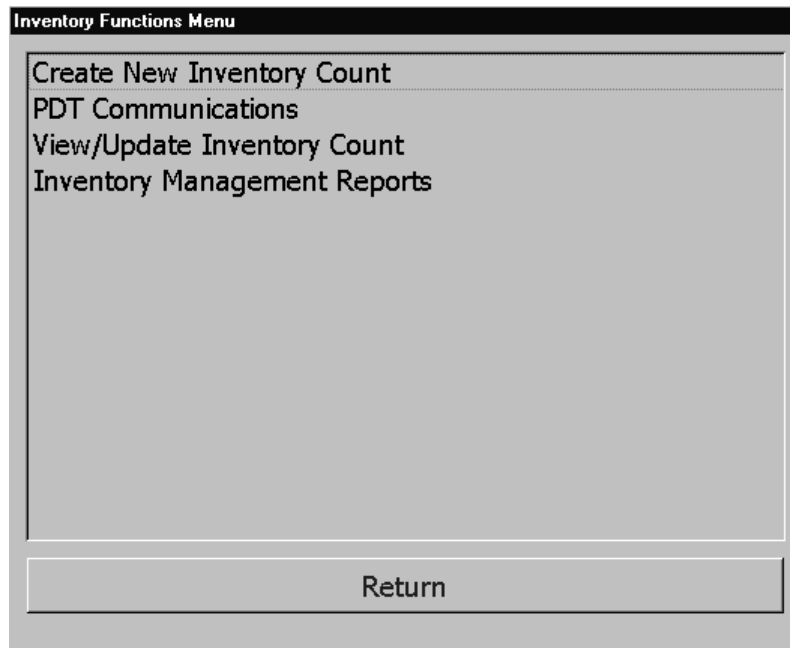
Use Page Up and Page Down keys to navigate records

Repeat steps 1 through 5 until you have entered all of the current collections. When you are finished entering collections into the system, click on the Return button. You will be returned to the previous menu.

Inventory Count Functions:

This function lets you create, view, edit, track and account for the inventory in your ship's store system.

To access this function, double-click on Inventory Functions. The following screen will appear:



Create New Inventory Count:

This function lets you generate an inventory worksheet on which a physical count will be recorded. A physical count can be recorded manually or via PDT transfer. To generate a New Inventory Count Sheet, click on the Create New Inventory Count option. The following screen will appear:

1. Click on the drop-down arrow in the select store field. Select the outlet that is to inventoried. Refer to the following figure:

ID	Store Name
1	Retail Store 1
2	Snack Shack
99	Bulk Storeroom
9500	AT&T PHONE CARD MAC
9600	JUICE STOREROOM
9700	SNACK MACHINE STORE

2. Click on the drop-down arrow in the select criteria and select the desired criteria. If you select category the inventory worksheet will be by category. For example; Accessories, Ballcaps, batteries, etc. Select article number and the worksheet will be by stock number. For example; 0100000000,0100000001, 0100000010, etc. Refer to the following figure:

3. For a specific item/s or category, click on the appropriate check boxes to the right of that criteria. For a complete inventory click on the Select All button. To conduct a spot inventory, just check the items for the spot inventory. Refer to the following figure:

Note: Click on the De-Select All button to clear checkmarks from boxes.

Item ID	Item Description	Check Box
0500009084	CANDY NEON SQUIGGLES	<input type="checkbox"/>
0600001453		<input type="checkbox"/>
0600003200	CRACKERS CHEEZIT SINGLE SERVE BOX #501	<input type="checkbox"/>
0600003724	COOKIES VIENNA FINGERS (VENDING) #5012	<input type="checkbox"/>
0600004248	CRACKERS ANIMAL CHOC-CHIP	<input type="checkbox"/>
0600008012	COOKIES DUPLEX CRÈME	<input type="checkbox"/>
0700005226	SNACK, POPTART BLUBERRY (VEND)	<input type="checkbox"/>
1000000016	LIGHTER CHILD GUARD LCP172/LCP11 #3990	<input type="checkbox"/>
1200001015	AIR FRESHER STICK-UP SUNSPASH #46012	<input type="checkbox"/>
1500000101	CALCULATOR ALARM CLOCK COMPACT #SP10B	<input type="checkbox"/>
1621105046	WASHCLOTH (NASHVILLE)	<input type="checkbox"/>
2395900035	VHS TAPE CLEANER #V141/#11710	<input type="checkbox"/>
4111004221	WATCH CASIO DB34HL-3V	<input type="checkbox"/>
5523001006	BRIEFS BVD SIZE 40 #40591	<input type="checkbox"/>
5523001010	T-SHIRTS BVD SIZE LARGE 3pk #40602	<input type="checkbox"/>
5525305139S	SOCKS WHITE CREW	<input type="checkbox"/>
8700003053	100% ORANGE JUICE	<input type="checkbox"/>
0100000015	WRITING PAPER, TABLET REG (AFS)	<input type="checkbox"/>
0100000040	PICTURE, SAIPAN SHIPS PICTURE	<input type="checkbox"/>
0100000044	POST CARD, SHIPS 10 PER PACK	<input type="checkbox"/>
010000093AS	DECALS 4X4 ROUND CREST	<input type="checkbox"/>
0100000205	PEN, DYNAGRIP RT10 BLACK	<input type="checkbox"/>
0100000332	MAILERS 7911*M CUSHIONED 8 1/2 x 11 # 2	<input type="checkbox"/>
0111200518	PEN, BIC BLACK MED PT	<input type="checkbox"/>

Inventory Count Selection

	<input checked="" type="checkbox"/>
0500009084 CANDY NEON SQUIGGLES	<input checked="" type="checkbox"/>
0600001453	<input checked="" type="checkbox"/>
0600003200 CRACKERS CHEEZIT SINGLE SERVE BOX #501	<input checked="" type="checkbox"/>
0600003724 COOKIES VIENNA FINGERS (VENDING) #5012	<input checked="" type="checkbox"/>
0600004248 CRACKERS ANIMAL CHOC-CHIP	<input checked="" type="checkbox"/>
0600008012 COOKIES DUPLEX CRÈME	<input checked="" type="checkbox"/>
0700005226 SNACK, POPTART BLUBERRY (VEND)	<input checked="" type="checkbox"/>
1000000016 LIGHTER CHILD GUARD LCP172/LCP11 #3990	<input checked="" type="checkbox"/>
1200001015 AIR FRESHER STICK-UP SUNSPASH #46012	<input checked="" type="checkbox"/>
1500000101 CALCULATOR ALARM CLOCK COMPACT #SP10B	<input checked="" type="checkbox"/>
1621105046 WASHCLOTH (NASHVILLE)	<input checked="" type="checkbox"/>
2395900035 VHS TAPE CLEANER #V141/#11710	<input checked="" type="checkbox"/>
4111004221 WATCH CASIO DB34HL-3V	<input checked="" type="checkbox"/>
5523001006 BRIEFS BVD SIZE 40 #40591	<input checked="" type="checkbox"/>
5523001010 T-SHIRTS BVD SIZE LARGE 3pk #40602	<input checked="" type="checkbox"/>
5525305139S SOCKS WHITE CREW	<input checked="" type="checkbox"/>
8700003053 100% ORANGE JUICE	<input checked="" type="checkbox"/>
0100000015 WRITING PAPER, TABLET REG (AFS)	<input checked="" type="checkbox"/>
0100000040 PICTURE, SAIPAN SHIPS PICTURE	<input checked="" type="checkbox"/>
0100000044 POST CARD, SHIPS 10 PER PACK	<input checked="" type="checkbox"/>
0100000093AS DECALS 4X4 ROUND CREST	<input checked="" type="checkbox"/>
0100000205 PEN, DYNAGRIP RT10 BLACK	<input checked="" type="checkbox"/>
0100000332 MAILERS 7911*M CUSHIONED 8 1/2 x 11 # 2	<input checked="" type="checkbox"/>
0111200518 PEN, BIC BLACK MED PT	<input checked="" type="checkbox"/>

Select Store
99

Select Criteria
Article No

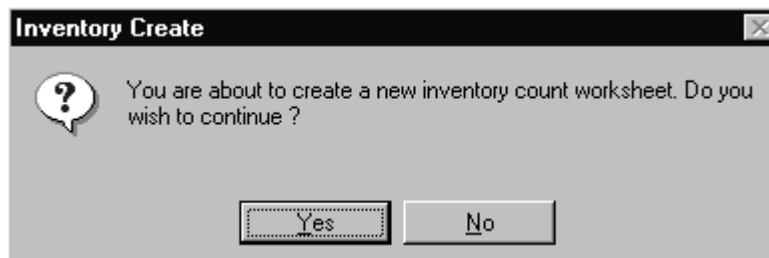
Generate Inventory Count

Select All

De-Select All

Return

4. Click on Generate worksheet. The following message box will appear:



5. Click on the Yes button. The Inventory Count screen will appear populated with only those items that you checked.

View/Update Inventory Count:

From this option you can view and update inventories that you have conducted. Click on this option and the following screen will appear:

Inventory Count

Search for Count

Store No

Inventory Control No

Dept.	Category	Article No	Description	Current Book	Current Actual
C2	(C2) TABLET	0100000015	WRITING PAPER, TABLET REG (AFS)	0	3
C2	(C2) PHOTOGRAPH	0100000040	PICTURE, SAIPAN SHIPS PICTURE	13	26
C2	(C2) PHOTOGRAPH	0100000044	POST CARD, SHIPS 10 PER PACK	100	100
C2	(C2) PEN	0100000205	PEN, DYNAGRIP RT10 BLACK	26	64
C2	(C2) PEN	0111200518	PEN, BIC BLACK MED PT	14	34
C2	(C2) PEN	0111200543	PEN, PARKER JOTTER	39	0
C2	(C2) ENVELOPE	0123190124	ENVELOPES, PLAIN 9205	148	178
C1	(C1) ACCESSORY	0200007000	PLAQUE, PHIBRON 4	8	8
A1	(A1) CANDY	0500000195	KISSES	24	48
A1	(A1) CANDY	0500000198	CANDY, HERSHEY W/ALMONDS	22	34
A1	(A1) CANDY	0500000200	CANDY, MR GOODBAR	425	442
A1	(A1) CANDY	0500000204	CANDY, ROLO	-2	47
A1	(A1) CANDY	0500000206	CANDY, KIT KAT	349	426
A1	(A1) CANDY	0500000208	CANDY, WHATCHAMACALLIT	1	433

Sort Article # Ascending Sort Desc. Ascending

Sort Article # Descending Sort Desc. Descending

Update Inventory From PDT Download

Inventory Count Sheet

Inventory Count Report

Confirm Inventory

Items Scanned but not found Report

Discrepancies Report

Return

1. Use the drop-down arrow in the Search for the Count field to locate the inventory count sheet that you just created. Look for the date of count and for the corresponding inventory control number. Note that the inventory control numbers will begin with the numbers you assigned your outlets. I.E. Bulk will start with 99 and be followed by three digits and look something like 99001. Refer to the following figure:

Search for Count

Store No

Inventory Control No

Description

WRITING PAPER, TAB

PICTURE, SAIPAN SHI

POST CARD, SHIPS 10

Date of Count

Inventory Cor

28-Feb-2000 9916

29-Feb-2000 218

29-Feb-2000 119

10-Mar-2000 9920

13-Mar-2000 222

13-Mar-2000 9923

16-Mar-2000 125

2. Use the drop-down arrow in the Store Number field to locate and select the appropriate outlet. Refer to the following figure:

Search for Count	28-Feb-2000
Store No	2
Inventory Control No	1
Description	2
	99

3. To enter quantities on the Inventory count sheets you can either manually type in the quantities in the current actual field, or you click on the Update Inventory with PDT Download. **(If the PDT download is to be used ensure that the inventory has been downloaded prior to this step. See PDT Users Guide section of this manual.)** This will initiate an update of the *Current Actual* column. Refer to the following figures:

Inventory Count				Search for Count	28-Feb-2000	Quantities of the stock that the system has on hand.	Current Book	Current Actual
Dept.	Category	Article No	Description	Store No	2		Inventory Control No	9916
C2	(C2) PHOTOGRAPH	0100000040	PICTURE, SAIPAN SHIPS PICTURE				75	0
C2	(C2) PHOTOGRAPH	0100000044	POST CARD, SHIPS 10 PER PACK				100	0
C2	(C2) CARD	0200000161	CARDS, CREATA CARD (BLANK-MACHINE)				191	0
A1	(A1) CANDY	0500000191	HEALTH ORIGINAL				288	0
A1	(A1) CANDY	0500000204	CANDY, ROLO				0	0
A1	(A1) CANDY	0500000394	CANDY, THREE MUSKETEERS BAR				0	0
A1	(A1) CANDY	0500000395	CANDY, MARS BAR				288	0
A1	(A1) CANDY	0500000400	CANDY, STARBURST ORIGINAL				720	0
A1	(A1) CANDY	0500001671	CANDY, JOLLY RANCHERS ASST.				48	0
A1	(A1) CANDY	0500003561	CANDY, NUTRAGEOUS				0	0
A1	(A1) CANDY	0500004000	CANDY, JOLLY RANCHERS GUMMIS				48	0
A1	(A1) CANDY	0500004136	STARBURST JELLY BEANS				36	0
A1	(A1) CANDY	0500004206	CANDY STARBURST TWIST				288	0
A1	(A1) CANDY	0500004207	CANDY, TOOTSIE POP				0	0

Sort Article # Ascending	Sort Desc. Ascending	Update Inventory From PDT Download	Inventory Count Sheet	Inventory Count Report	Confirm Inventory
Sort Article # Descending	Sort Desc. Descending		Items Scanned but not found Report	Discrepancies Report	Return

Inventory Count					
		Search for Count: 28-Feb-2000 Store No: 2 Inventory Control No: 9916		This field is where the actual inventory will be posted. You can modify this field manually.	
Dept.	Category	Article No	Description	Current Book	Current Actual
C2	(C2) PHOTOGRAPH	0100000040	PICTURE, SAIPAN SHIPS PICTURE	75	0
C2	(C2) PHOTOGRAPH	0100000044	POST CARD, SHIPS 10 PER PACK	100	0
C2	(C2) CARD	0200000161	CARDS, CREATA CARD (BLANK-MACHINE)	191	0
A1	(A1) CANDY	0500000191	HEALTH ORIGINAL	288	0
A1	(A1) CANDY	0500000204	CANDY, ROLO	0	0
A1	(A1) CANDY	0500000394	CANDY, THREE MUSKETEERS BAR	0	0
A1	(A1) CANDY	0500000395	CANDY, MARS BAR	288	0
A1	(A1) CANDY	0500000400	CANDY, STARBURST ORIGINAL	720	0
A1	(A1) CANDY	0500001671	CANDY, JOLLY RANCHERS ASST.	48	0
A1	(A1) CANDY	0500003561	CANDY, NUTRAGEOUS	0	0
A1	(A1) CANDY	0500004000	CANDY, JOLLY RANCHERS GUMMIS	48	0
A1	(A1) CANDY	0500004136	STARBURST JELLY BEANS	36	0
A1	(A1) CANDY	0500004206	CANDY STARBURST TWIST	288	0
A1	(A1) CANDY	0500004207	CANDY, TOOTSIE POP	0	0
Sort Article # Ascending		Sort Desc. Ascending		Update Inventory From PDT Download	
Sort Article # Descending		Sort Desc. Descending		Inventory Count Sheet	
				Inventory Count Report	
				Items Scanned but not found Report	
				Discrepancies Report	
				Confirm Inventory	
				Return	

Functions of the various buttons on this screen:

- **UPDATE INVENTORY FROM PDT DOWNLOAD** – Used to download inventory counts to the inventory count sheet.
- **INVENTORY COUNT SHEET** – Is a hard copy inventory count sheet that quantities can be entered on.
- **ITEMS SCANNED BUT NOT FOUND REPORT** – Is a report that tracks UPC's scanned at inventory, but were not found within the system.
- **INVENTORY COUNT REPORT** – Is a report for the final dollar value. This report list all items inventoried with dollar amount extensions.
- **DESCRENCIES REPORT** – Is a detailed report for all items that show a variance between the Book Quantity and Actual Quantity.
- **CONFIRM INVENTORY** - Use this button to confirm the inventory once all reconciliation has been completed. This process cannot be undone.

- **SORT ARTICLE NUMBER ACCENDING AND DECENDING** – Use this button to create a filter to report the inventory by stock numbers in sequence.
- **SORT DESC ACCENDING AND DECENDING** – Use this button to create a filter to report the inventory by description in sequence.

PDT Communications:

ROM II lets you use the Symbol 3100 to send or receive data from the ROM II system. You can only send or receive data using a PC that is loaded with the ROM II – Back Room Service system. Click on this option and the following screen will appear:

PDT Communications Menu

Communications Menu

Send UPC's to PDT

Import Inv/BRKOUT Data from PDT

Update UPC'S

Settings **Return**

To send UPC data to PDT, first get the PDT ready to receive data, then send the data by pressing this button

To import inventory data from the PDT, first press this button. Progress should read 0. Then send the data from the PDT.

Progress

2 9600 3 N 1

To use this function ensure, that the PDT is properly connected to the BackOffice system. Use COMM PORT ONE.

Sending UPC's to PDT:

BackOffice: This Process Takes Approximately 15 Minutes for Each PDT

PDT Communications Menu

Communications Menu

2 9600 S N 1

Send UPC's to PDT

To send UPC data to PDT, first get the PDT ready to receive data, then send the data by pressing this button

Import Inv/BRKOUT Data from PDT

To import inventory data from the PDT, first press this button. Progress should read 0. Then send the data from the PDT.

Update NPC'S

Settings **Return**

Ready to receive UPC updates, Press ENTER on the PDT!

Progress 0

PDT FUNCTIONS:

1. From the PDT main menu, select function two (COMMUNICATIONS). Refer to figure A.
2. From the Communications menu select function two (RECEIVE UPC DATA). Refer to figure B.
3. Figure C illustrates what the PDT will display prior to uploading the UPC's.

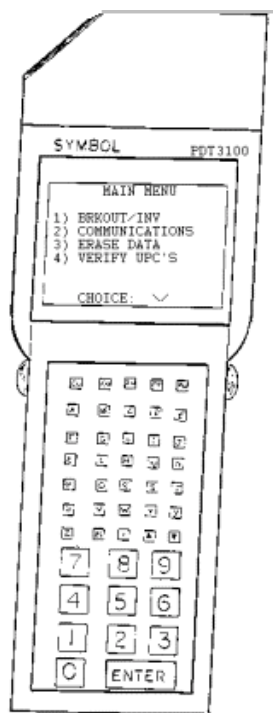


Figure A

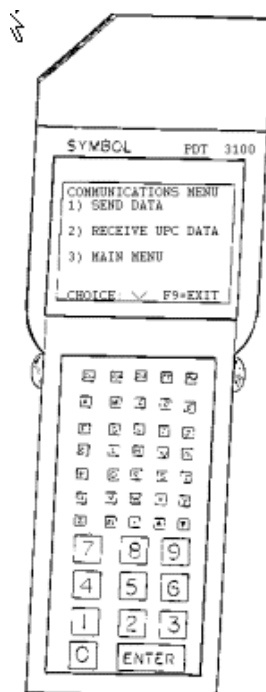


Figure B

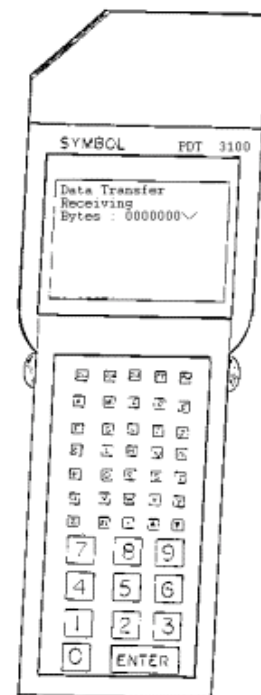
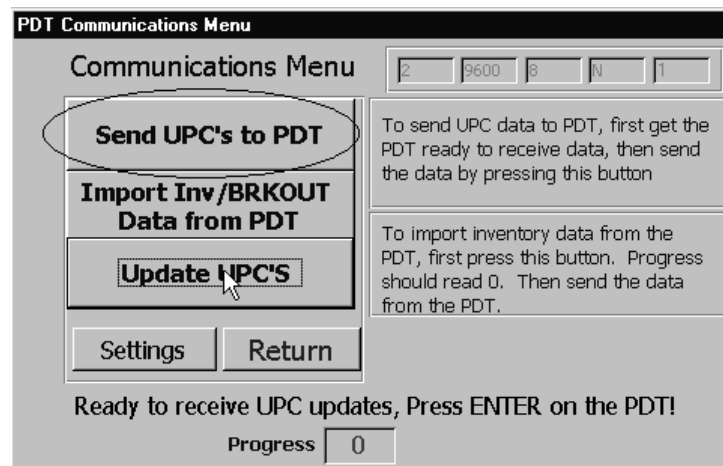


Figure C

BackOffice: This Process Takes Approximately 15 Minutes for Each PDT.

1. Click on the Send UPC's to PDT button. The data will be downloaded to the PDT.



PDT FUNCTIONS:

1. From the PDT main menu select function one (BRKOUT/INV). Refer to figure A.
2. Scan the barcode of the item. Refer to figure B.
3. Enter a quantity. Refer to figure C. Note that if UPC maintenance has not been accomplished that you must enter a SKU (STOCK NUMBER) before the PDT will allow you to enter a quantity. Refer to figure D.
4. Press the Enter button.
5. Repeat steps 2-4 until all the different items have been scanned.
6. Press the FNC button and the 9 button simultaneously to exit.
7. From the PDT main menu select function two (COMMUNICATIONS). Refer to figure A.
8. From the Communications Menu, select function one (SEND DATA). Refer to figure E.

PDT FIGURES A THROUGH E

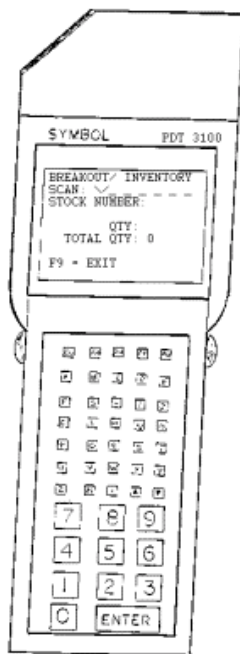


FIGURE A

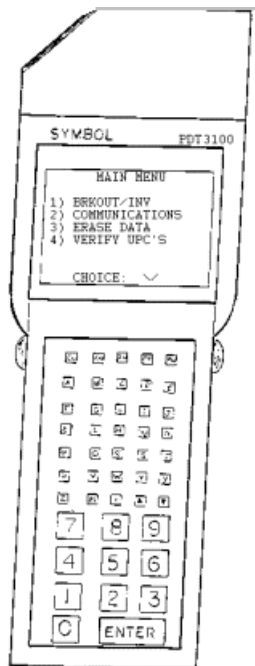


FIGURE B

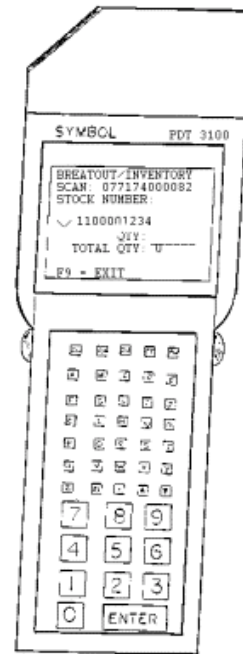


FIGURE C

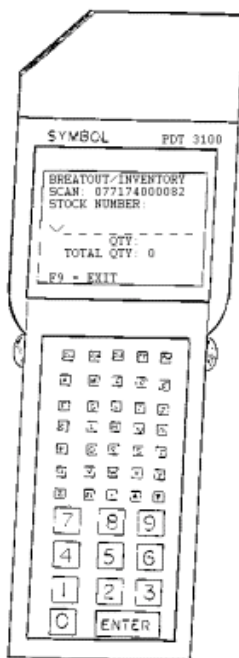


FIGURE D

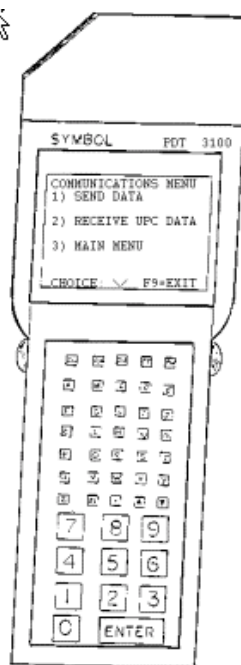
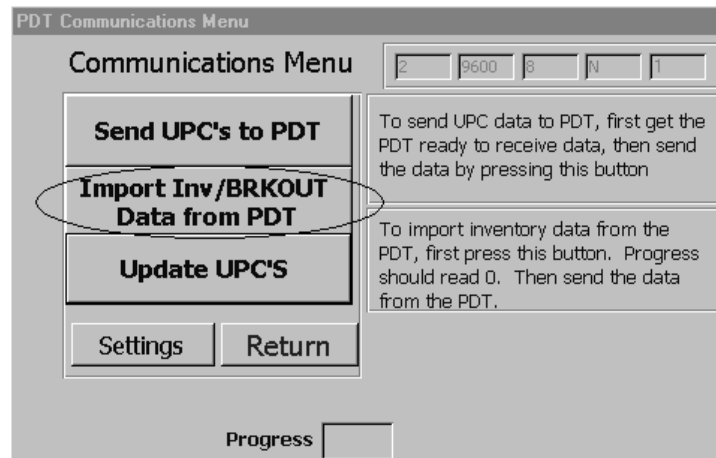


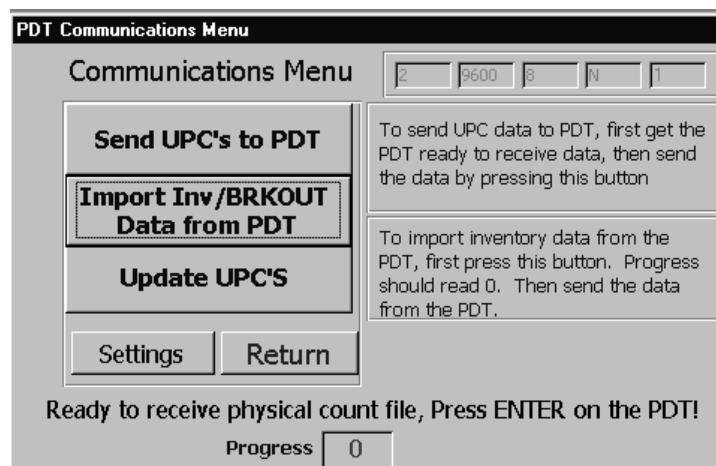
FIGURE E

BackOffice:

1. From the BackOffice, click on the Import Inv/BRKOUT Data from PDT button. Refer to the following picture:



2. Once you have clicked on the Import Inv/BRKOUT Data from PDT, the following message will appear at the bottom of the PDT Communications Menu:



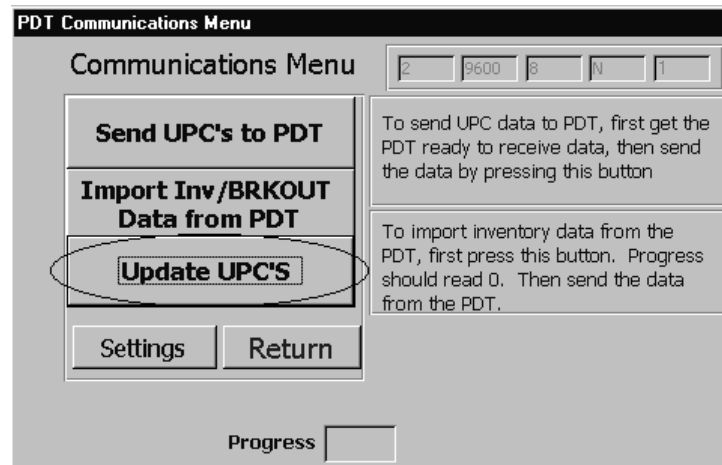
PDT FUNCTIONS:

1. From the Communications menu, select function one (SEND DATA). Refer to figure A.
2. Press the Enter button and the data will be downloaded from the PDT to the BackOffice system.
3. Once all the data has been downloaded, click on the Return button until you reach the main menu.

Update UPC's:

The system also has the ability to download UPC maintenance to the BackOffice system.

BackOffice:



1. Click on the Update UPC's button.

PDT FUNCTIONS:

1. From the PDT Main Menu, Select the Verify UPC's option. Refer to figure A.
2. Scan the item. If the item has not had UPC maintenance done, the PDT will prompt the user to enter a stock number.
3. Complete steps 1-2 until all items have been entered.
4. From the Communications menu, select function one (SEND DATA). Refer to figure B

4. Press the Enter button and the data will be downloaded from the PDT to the BackOffice system.
5. Once all the data has been downloaded, click on the Return button until you reach the main menu.

PDT FIGURES A AND B:

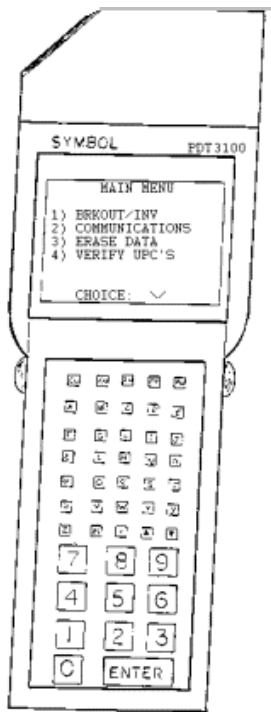


Figure A

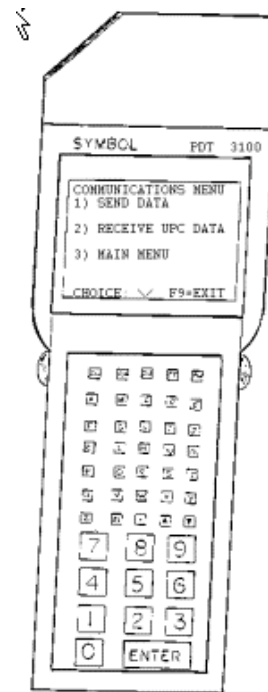
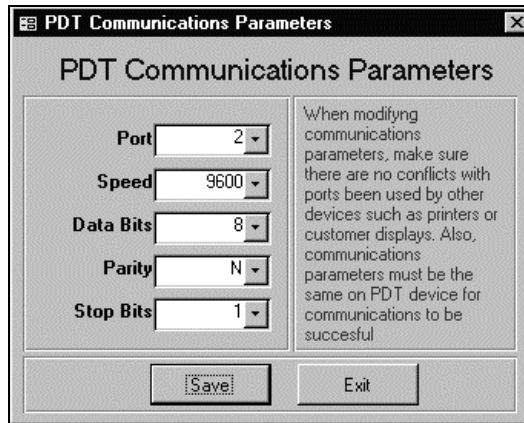


Figure B

PDT Settings:

The PDT has specific settings in order for it to operate correctly ensure that these settings are correct. Refer to the following picture:



Use the drop-down arrows in the five fields to set the communication parameters, as needed. **If you are unsure what the correct settings should be, please consult your system's specialist.** When you are finished, click on the Confirm button. After you have confirmed the new settings, click on the Return button. You will be returned to the PDT Communications Menu:

GENERAL INFORMATION

1. To turn on the PDT depress the PWR button or one of the triggers located on either side of the PDT.
2. To turn the PDT off depress the PWR button
3. The F key is the FNC button
4. To backspace depress the BSP button
5. To clear an erroneous entry depress the CLR button
6. To clear data from the PDT:
 - From the PDT Main Menu select function three (Erase Data).
 - The PDT will give you a warning message " Erased Data Cannot Be Recovered".
 - If you certain that you want to delete data select function one (Erase Now).

Hint: This must be done prior to conducting an inventory for a new store, otherwise the old data will remain in the PDT.

BATTERY CHARGING:

To charge the PDT batteries you have the option of using either a 3100 series cradle or the 3115 Communications / Charger adapter (CCA).

USING THE CHARGER ADAPTER

1. Plug the 10-pin RJ41 connector into the base of the PDT
2. Plug the connector from the 15V power supply into the power input jack on the CCA
3. Plug the power supply into a wall socket

NOTE: Alkaline batteries cannot be charged in the terminal. To charge the batteries more quickly, use the cradle as detailed below.

USING THE CRADLE

1. Plug the power supply cord round plug in the power connector on the side of the cradle
2. Connect the power supply cord AC plug to a standard electrical outlet
3. Place the terminal in the cradle
4. The battery pack is fully charged in approximately 90 minutes

Communications

The PDT is designed to communicate with your ROM II Computer in order to send and receive data. Follow the steps below to connect the PDT to the ROM II computer.

1. Plug the 10-pin RJ41 connector into the base of the PDT
2. Insert a female-to-male gender adapter (25 pin to a 9 pin) on the DB25 connector
3. Connect the gender adapter to the designated serial port (This is serial port number ONE) of the ROM II computer.

SCANNING WITH THE PDT

The PDT is designed to scan the Universal Product Code (UPC) of an item. The ROM II system allows the operator to create UPC's and labels for those items that do not have a UPC present. (See UPC's and Labels in the Stock Record Cards section of this manual)

Hint: The PDT will scan all UPC's regardless if the item is in the system or not. Ensure that all items carried as inventory have had the UPC's assigned to it.

1. Power on the PDT by pressing PWR or the Scanner trigger.
2. Lift and turn the scanner to face the direction you wish to scan from.
3. Press the FNC button and the trigger that you are most comfortable using. This selects the scanner trigger.
4. Point the scanner at the barcode (UPC) and press the trigger. The thin, red laser beam covers the entire length of the barcode. The terminal indicates a successful scan by illuminating the green scanner LED, beeping one or more times and/ or displaying the de-coded barcode on the screen of the PDT.

Reports and Auditing:

1. B01/B05 Journal of Receipts

OBJECTIVE

The B01/B05 Report replaced the NAVSUP Form 977. It records all receipts processed for the current accounting period. These include receipt from purchase, receipt from other supply officers, credit memos and accounting adjustments.

HOW TO AUDIT

- Verify that the dollar amounts posted on the B01/B05 report for each transaction, matches the dollar amount on the corresponding document. i.e. 1155, 1149, 1348-1
- Verify that each receipt document has a corresponding receiving report attached and that all discounts and shipping charges are properly taken up.
- Verify that the receiving number on the report matches the receiving number on the documents
- Verify that amounts are posted in the correct columns i.e. receipts from purchase, accounting adjustments for purchase orders and credit memos posted under B01. Receipts from OSO, accounting adjustments for receipts from OSO posted under B05
- Verify that the total amounts for B01 and B05 matches amount posted on lines B01 and B05 of the 153

2. B10 Issues to Use

OBJECTIVE

The B10 Report records all receipts and expenditures to and from other appropriations for the current accounting period. These includes issues / receipts from the General Mess and issues / receipts from GSK on non-207 class ships (issues / receipts from GSK on 207 class ships are processed as OSO transactions)

HOW TO AUDIT

- Verify that the dollar amounts posted on the report for each transaction matches the amount on the corresponding document (1149)

- Verify that receipts are posted as negative figures [number in parenthesis e.g. (\$25.00)] and expenditures posted as positive figures
- Verify that the expenditure number on the report matches the expenditure number on the corresponding document (1149)
- Verify that the total dollar figure posted on the report matches the amount on line B10 of the 153

3. B12 Bulk Sales / Cash Refund

OBJECTIVE

The B10 report records all confirmed Bulk Sales / Cash Refund. These include merchandise sold to the Navy Exchange, Military Sealift Command branch exchanges, ships not operating a ships store when the transferring ship does not provide a composite recreation fund. Emblematic items sold to the commanding officer for official representation, and merchandise returned to the vendor for cash refund.

HOW TO AUDIT

- Verify that the dollar amount posted on the report for each transaction matches the amount on the corresponding document (1149)
- Verify that the total dollar amount posted on the report matches the amount reported on the cash sales memorandum
- Verify that the total dollar amounts posted on the report matches the amount on line B12 of the 153

4. B14 Gain / Loss by Inventory

OBJECTIVE

The GAINS/LOSSES by Inv. Consolidated report list the total amount of gains and losses on inventory to be reported on line B14. These amounts listed come from confirmed inventories conducted during the accounting period

HOW TO AUDIT

- Verify all items listed match the total of all inventory discrepancy lists from confirmed inventories for the accounting period
- Verify that the bottom line total matches line B14 on the Form 153

5. B15 SURVEYS TO NWCF

OBJECTIVE

This report records all surveys approved and confirmed during the current accounting period and charged to the Navy Working Capital Fund (formerly DBOF)

HOW TO AUDIT

- Verify that the dollar figure for each transaction listed on the reported matches the dollar amount on the corresponding document (DD 200)
- Verify that the expenditure number on the listed on the report matches the expenditure number on the corresponding document
- Verify that the total dollar amount listed on the report matches the amount posted on line B15 of the 153

6. B19 Transfers To OSO

OBJECTIVE

This report replaced the NAVCOMPT 176. It records all transfers of ship store stock to another supply officer during the accounting period.

HOW TO AUDIT

- Verify that the dollar figure for each transaction listed on the reported matches the dollar amount on the corresponding document (1149)

- Verify that the expenditure number on the listed on the report matches the expenditure number on the corresponding document
- Verify that the total dollar amount listed on the report matches the amount posted on line B19 of the 153

7. B21 Cost of Retail sales

OBJECTIVE

This report record the quantity of all items sold during the accounting period and tabulates the total cost value of these sales.

HOW TO AUDIT

- Verify that each item listed on the report has a cost price assigned
- Verify that the cost prices assigned matches the cost priced on the stock record listing
- Verify that the extended cost for each item listed is computed correctly
- Verify that only items sold in a retail store (except canned drink vending) are listed
- Verify that the total dollar amount listed on the report matches the amount posted on line B21 of the 153

8. B22 Cost of Operation Retail

OBJECTIVE

This report record all cost incurred by the retail operation (except canned drink vending) during the current accounting period. These include accounting adjustments, shipping charges, discounts and rounding differences; (a rounding difference occurs when the retail operation incurs a loss that cannot be attributed to any other known factors)

HOW TO AUDIT

- Verify that cash discounts are posted as a negative figure

- Verify that shipping charges are posted as a positive figure
- Verify that the rounding difference is a relatively small amount (approximately \$250.00 or less)
- Verify that the total dollar amount of accounting adjustments matches the amount on the corresponding documents
- Verify that the total dollar amount listed on the report matches the amount posted on line B22 of the 153

9. B23 Surveys To SSPN Retail

OBJECTIVE

This report record all surveys of stock items (excluding canned drink vending items) approved and confirmed during the accounting period and charged to SSPN.

HOW TO AUDIT

- Verify that the dollar figure for each transaction listed on the report matches the dollar amount on the corresponding document (DD 200)
- Verify that the expenditure number listed on the report matches the expenditure number on the corresponding document
- Verify that the total dollar amount listed on the report matches the amount posted on line B23 of the 153

10. B25 Canned Vending Sales

OBJECTIVE

This report record the quantity of all items sold in the canned drink vending operation during the accounting period and tabulates the total cost value of these sales.

HOW TO AUDIT

- Verify that each item listed on the report has a cost price assigned
- Verify that the cost prices assigned matches the cost price on the stock record listing
- Verify that the extended cost for each item listed is computed correctly
- Verify that only items sold in canned drink vending machines are listed
- Verify that the total dollar amount listed on the report matches the amount posted on line B21 of the 153

11. B26 Cost of Operations Vending

OBJECTIVE

This report record all cost incurred by the canned drink vending operations with the exception of the cost of items sold.

HOW TO AUDIT

- Verify that the dollar figure for each transaction listed on the report matches the dollar amount on the corresponding document
- Verify that the total dollar amount listed on the report matches the amount posted on line B26 of the 153

12. B27 Surveys to SSPN Vending

OBJECTIVE

This report record all surveys of canned drink vending items approved and confirmed during the accounting period and charged to SSPN.

HOW TO AUDIT

- Verify that the dollar figure for each transaction listed on the report matches the dollar amount on the corresponding document (DD 200)
- Verify that the expenditure number listed on the report matches the expenditure number on the corresponding document
- Verify that the total dollar amount listed on the report matches the amount posted on line B27 of the 153

13. C02 Retail Sales

OBJECTIVE

This report record the total cash collected daily from each retail outlet during the accounting period.

HOW TO AUDIT

- Verify that each entry on the report matches the amount recorded in the NAVSUP 469
- Verify that the amount listed on the report matches the amount posted on the cash sale memorandums for the accounting period
- Verify that the total dollar amount listed on the report matches the amount posted on line C02 of the 153

14. C03 Drink Vending Sales

OBJECTIVE

This report record the total cash collected daily from each canned drink vending machine during the accounting period.

HOW TO AUDIT

- Verify that each entry on the report matches the amount recorded in the NAVSUP 469
- Verify that the amount listed on the report matches the amount posted on the cash sale memorandums for the accounting period
- Verify that the total dollar amount listed on the report matches the amount posted on line C03 of the 153

15. C04 Amusement Machines Sales

OBJECTIVE

This report record the total cash collected daily from each amusement machine during the accounting period.

HOW TO AUDIT

- Verify that each entry on the report matches the amount recorded in the NAVSUP 469
- Verify that the amount listed on the report matches the amount posted on the cash sale memorandums for the accounting period
- Verify that the total dollar amount listed on the report matches the amount posted on line C04 of the 153

16. C04A Rebates

OBJECTIVE

This report record all rebates authorized by NEXCOM and posted to the system during the accounting period.

HOW TO AUDIT

- Verify that the dollar figure for each transaction listed on the report matches the dollar amount on the corresponding document (NEXCOM LETTER)
- Verify that the serial number listed on the report matches the serial number on the corresponding document

- Verify that the total dollar amount listed on the report matches the amount posted on line C04A of the 153

17. C04B Contributions

OBJECTIVE

This report record all contributions received and posted to the system during the accounting period.

HOW TO AUDIT

- Verify that the amount listed on the report matches the amount posted on the cash sale memorandums for the accounting period
- Verify that the amount listed on the report matches the amount posted in the NAVSUP 470
- Verify that the total dollar amount listed on the report matches the amount posted on line C04B of the 153

18. C05/C20 Loans Received / Loan Repayment

OBJECTIVE

This report list all loan amounts received and repaid during the current accounting period.

HOW TO AUDIT

- Verify that the loan received amount matches the amount on the letter authorizing the loan
- Verify that the total amount of loans received matches the amount posted on line C05 of the 153
- Verify that the total amount of loan paid matches the amount posted on line C20 of the 153

19. C06 Grants

OBJECTIVE

This report record all grants authorized by NEXCOM and posted to the system during the accounting period.

HOW TO AUDIT

- Verify that the dollar figure for each transaction listed on the report matches the dollar amount on the corresponding document (NEXCOM LETTER)
- Verify that the serial number listed on the report matches the serial number on the corresponding document
- Verify that the total dollar amount listed on the report matches the amount posted on line C06 of the 153

20. C13 Laundry Claims / Service Charges

OBJECTIVE

This report records all laundry claims and service charges paid during the current accounting period.

HOW TO AUDIT

- Verify that the dollar amount of laundry claims listed on the report matches the amount on the corresponding documents (1034)
- Verify that the dollar amount of service charges listed on the report matches the amount on the corresponding documents (abstract data report)
- Verify that the total dollar amount listed on the report matches the amount posted on line C13 of the 153

21. C18 Equipment Purchases

OBJECTIVE

This report record all equipment purchases made during the accounting period. These include vending machine repair parts, vending machines, coin sorters, coin counters, etc.

HOW TO AUDIT

- Verify that the dollar amount of listed on the report matches the amount on the corresponding documents (abstract data report)
- Verify that the total dollar amount listed on the report matches the amount posted on line C18 of the 153

22. C19 Amusement Disbursement

OBJECTIVE

This report records the amount of funds disbursed to an amusement machine contractor during the accounting period.

HOW TO AUDIT

- Verify that the dollar amount listed on the report matches the amount reported on the monthly transmittals
- Verify that the dollar amount listed on the report reflects the correct percentage stipulated in the contract
- Verify that the dollar amount listed on the report matches the amount posted on line C19 of the 153

FINANCIAL ACCOUNTING

1. RECEIPT TRANSMITTAL

OBJECTIVE

The Receipt Transmittal report is used to list all receipts under a specific date range to be sent to DFAS at the end of each month. This report includes all receipts from purchase, receipts from other supply officers, credit memos and accounting adjustments.

HOW TO AUDIT

- Verify that each receipt document on hand is listed on the report
- Verify that the dollar amount posted on the report matches the dollar amount on the corresponding document, i.e. 1155, 1149, 1348-1
- Verify that the receiving number on the report matches the receiving number on the documents
- Verify that amounts are posted in the correct columns i.e. receipts from purchase, receipts from OSO
- Verify that the total of each receipt transmittal combined matches the total on line BO1/ BO5
- Verify that the information in the vendor/ship name field matches the information on the receipt document

REPORTS/ INVENTORY MANAGEMENT

2. BARCODE LISTING

OBJECTIVE

The barcode listing report prints out a paper copy of each stock number in the database bar-coded for use as the managers' see fit

3. EMBLEMATIC LISTING

OBJECTIVE

The Emblematic Listing report lists all emblematic items coded with "E" on the stock record card to provide a quick view of your emblematic inventory currently on hand. The report includes current cost, extended cost, current retail, extended retail and is compiled in stock number order and by store number.

HOW TO AUDIT

- Ensure the total extended cost of all emblematic inventory does not exceed 15% of your total on hand inventory reported on line B28 of the 153 report
- Ensure that all items on the report are emblematic inventory and that no emblematic items are omitted. If there is an item missing, check to see if it is coded "E" on the stock record card

4. GAINS/LOSSES by Inv Consolidated

OBJECTIVE

The GAINS/LOSSES by Inv Consolidated report list the total amount of gains and losses on inventory to be reported on line B14. These amounts listed come from confirmed inventories conducted during the accounting period

HOW TO AUDIT

- Verify all items listed match the total of all inventory discrepancy lists from confirmed inventories
- Verify that the bottom line total matches line B14 on the Form 153

5. GAINS/LOSSES by Inv Detailed

OBJECTIVE

The GAINS/LOSSES by Inv Detailed report list the total amount of gains and losses on inventory to be reported on line B14. These amounts listed come from confirmed inventories conducted during the accounting period. The GAINS/LOSSES by Inv Detailed report contains the same information as the GAINS/LOSSES by Inv Consolidated, except that it is listed by Inventory Count Sheet serial number.

HOW TO AUDIT

- Verify all items listed match the total of all inventory discrepancy lists from confirmed inventories
- Verify that the bottom line total matches line B14 on the Form 153
- Verify that the inventory count sheet serial numbers match the serial numbers listed on the report.

6. GAINS/LOSSES by Inv Summary

OBJECTIVE

The GAINS/LOSSES by Inv Summary report list the total amount of gains and losses on inventory to be reported on line B14.

HOW TO AUDIT

- Verify that the total amount matches the total amount reported on the GAINS/LOSSES by Inv Consolidated and GAINS/LOSSES by Inv Detailed
- Verify that the bottom line total matches line B14 on the Form 153

7. SALES RANKING BY DOLLAR

OBJECTIVE

The SALES RANKING BY DOLLAR report consolidates and lists all sales quantities for the accounting period and ranks the top selling items according to dollars generated. The report is arranged by department number.

HOW TO AUDIT

- Review the list to determine your best sellers by department
- Review the list to determine your slow moving items by department

8. SALES RANKING BY QUANTITY

OBJECTIVE

The SALES RANKING BY QUANTITY report consolidates and lists all sales quantities for the accounting period and ranks the top selling items according to quantity sold. The report is arranged by department number.

HOW TO AUDIT

- Review the list to determine your best sellers by department
- Review the list to determine your slow selling items by department

9. SCANNED WITH PDT BUT NO FOUND

OBJECTIVE

The scanned with PDT but not found report list all items that are rejected during inport of inventory counts. The rejection is caused when the computer cannot recognize the UPC and Stock Number entered in the PDT.

HOW TO AUDIT

- Investigate the cause of the rejection by reviewing the stock numbers reflected on the report

10. STOCK RECORD LISTING

OBJECTIVE

The Stock Record Listing report list all stock items and current book inventory quantities on hand. This report is arranged by store number and then by stock number order.

HOW TO AUDIT

- Use this report to check quantities on hand to determine if a breakout is needed to the EPOS store or if addition stock is needs to be requisitioned or procured.
- At the end of the accounting period, the bottom line total should match the grand total of the confirmed closing inventory count sheet for the accounting period

11. STOCK TURN REPORT

OBJECTIVE

The Stock Turn report replaces the old ICR to determine the Stock Turn ration of the operation. The report is listed in stock number order and contains quantities by line number on the Form 153.

HOW TO AUDIT

- Use this report to determine the stock turn ration per line item and identify slow selling items
- Use this report to determine the stock turn ration of the operation at any time
- Ensure that the stock turn ration is .33 per month and 1.33 per accounting period

FINANCIAL REPORTS

1. BACK OF 153 REPORT

OBJECTIVE

The Back of 153 Report is a consolidated overview report of the entire ships store operation. It lists the sales (cost and retail), gross profit percentages, cash collections, overages/shortages (cost and retail), inventory gains and losses (cost and retail) and net differences by individual outlets. This report is used to balance your operation and determine your financial position. This report is also used to determine if the operation has an excessive or disproportionate difference.

HOW TO AUDIT

- Verify that the Sales at Cost and Retail by EPOS outlet totals match the total on the Retail (EPOS) Profitability Report.
- Verify that the Collections total for each outlet matches the corresponding totals on the 469's, EPOS Cash Over / Short Summary Report and the profitability reports.
- Review the overall difference of each outlet by percentage difference and verify that the outlet is in tolerance, less than 1% or \$750 whichever is greater
- Verify that the Sales at Cost and Retail for Snack Vending outlets match the total on the Snack Vending (NON_EPOS) Profitability Report.
- Verify that the Sales at Cost and Retail by Non EPOS Canned Vending outlet totals match the total on the Canned Vending (NON_EPOS) Profitability Report.

2. EPOS Cash Over/Short Detailed Report

OBJECTIVE

The EPOS Cash Over/Short Detailed Report lists each till reconciliation for each EPOS store by date. The report includes the amount of cash difference between cash collected and the register readings. The report will also list the cumulative overage or shortage of cash for the accounting period.

HOW TO AUDIT

- Verify that every till assignment has been reconciled and is listed on the report.
- Verify that the grand total "To Date Actual" amount matches the total cash collected amounts of the EPOS Store 469's for the accounting period. Investigate any differences.
- Investigate all differences over \$5.00

3. Cash Over / Short Summary Report

OBJECTIVE

This report records the total collection for each retail outlet (EPOS AND NONEPOS) for the accounting period. The report also lists the cumulative overage or shortage of cash for each outlet for the accounting period.

HOW TO AUDIT

- Verify that the amount listed on the report for each outlet matches the amount recorded in the corresponding NAVSUP 469
- Verify that the amount listed on the report for all retail outlets matches the amount posted on line C02 of the 153
- Verify that the amount listed on the report for canned drink vending sales matches the amount posted on line C03 of the 153
- Verify that the amount listed on the report for amusement machine sales matches the amount posted on line C04 of the 153

4. Profitability Reports

OBJECTIVE

This report replaces the NAVSUP form 235; it displays the financial position of a retail outlet base on the sales for that outlet. This report records the sale of each item and computes the gross profit of each item sold and the total gross profit for each outlet during the accounting period. The report also records the total cash collected form each outlet, which is compared to the total sales amount in order to identify any shortages or overages that may exist. Before generating a profitability report ensure that all items in a non-EPOS outlet are broken back to the bulk storeroom, all breakouts in the system are confirmed and all cash collections posted. The reported is cumulative and is normally generated on a monthly basis.

HOW TO AUDIT

Canned Drink Vending

- Verify that breakouts and breakbacks quantities are correct
- Verify that cost and retail prices are correct
- Verify that extended cost and retail figures are correct
- Verify that book gross profit figures are correct (if figures are erroneous cost and retail prices may be wrong, items may have been sold at a reduced price without documentation, or breakout and breakback quantities may be wrong)
- Verify that cash collections matches amount recorded in NAVSUP 469
- Verify that actual gross profit percentage are within limits (40 – 55 %)
- Verify that overage or shortage is within limits (\$750 or 1 % whichever is greater)

Snack Vending Machine

- Verify that breakouts and breakbacks quantities are correct
- Verify that cost and retail prices are correct
- Verify that extended cost and retail figures are correct
- Verify that book gross profit figures are correct (if figures are erroneous cost and retail prices may be wrong, items may have been sold at a reduced price without documentation, or breakout and breakback quantities may be wrong)
- Verify that cash collections matches the amount recorded in the NAVSUP 469 and the snack vending collections report; remember to include collections from hangar bay sales and phone card machines.
- Verify that actual gross profit percentage are within limits (12 – 15 %)
- Verify that overage or shortage is within limits (\$750 or 1 % whichever is greater)

EPOS

- Verify that cost and retail prices are correct
- Verify that extended cost and retail figures are correct

- Verify that book gross profit figures are correct (if figures are erroneous, cost and retail prices may be wrong, items may have been sold at a reduced price without documentation)
- Verify that cash collections are correct; remember that all EPOS collections must be combined in order to verify this amount.
- Verify that actual gross profit percentage are within limits (12 – 15 %)
- Verify that overage or shortage is within limits (\$750 or 1 % whichever is greater)

5. Snack Vending Collection Report

OBJECTIVE

This report record cash collected from NON-EPOS outlets other than canned vending machines. These include but are not limited to; candy machines, phone card machines and hangar bay sales.

HOW TO AUDIT

- Verify that the daily amounts listed on the reported matches the amounts recorded in the NAVSUP 469
- Verify that the total amount collected listed on the report matches the amounts recorded in the NAVSUP 469 for all outlets combined
- Verify that the total amount collected matches the cash collection amount on the snack vending profitability report.

6. Voided Transactions Report

OBJECTIVE

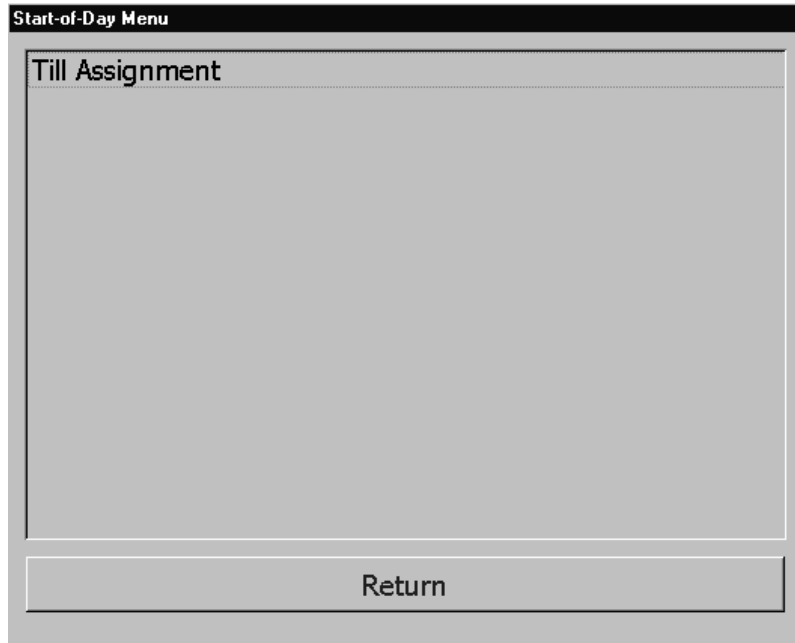
This report records all sales that have been voided in an EPOS outlet during the accounting period. This report should be generated after each end of till reconciliation is performed at the BackOffice.

HOW TO AUDIT

- Verify that the stock record cards for each item on the report were credited with the void and not posted as a sale
- Verify that the total sale for that register correctly reflect the voided transaction.

POS Assign Till :

This function lets you transfer data from the back office to the Point of Sale outlet prior to the start of each business day or each shift. To access this function, click on this selection and the following menu will appear:



The screenshot shows a software interface titled "Start-of-Day Menu". Inside the menu, there is a section labeled "Till Assignment". Below this section is a large, empty rectangular area, likely for displaying a list or details. At the bottom of the screen, there is a button labeled "Return".

Till Assignment:

This function lets you assign a till (change fund), to a cashier, update articles prices and UPC's at the beginning of the business day. To access this function, click on this selection and the following screen will appear:

Till Assignment

Cashier

Store No

Register No

Export Till Data to Diskette

Return

Edit Max Amount

Max Amount \$100,000.00

To assign a till to a cashier, do the following:

1. Use the drop-down arrow in the cashier field to locate and select the cashier to which you are assigning the till. Refer to the following figure:

Till Assignment

Cashier

Store No

Register No

Export Till Data to Diskette

Return

Edit Max Amount

Max Amount \$100,000.00

Manager
MCCLAIN
WOODBURN
LIMBERT
CEASER
EVANS
BROWN
NEWCOMB

2. Use the drop-down arrow in the store # field to locate and select the store in which the cashier will be working. Refer to the following figure:

Till Assignment

Cashier: WOODBURN

Store No:

Register No: 1

Export Till Data to Diskette

Return

Edit Max Amount

Max Amount: \$100,000.00

- Use the drop-down arrow in the register # field to locate and select the register at which the cashier will be working. Refer to the following figure:

Till Assignment

Cashier: WOODBURN

Store No: 1

Register No:

1001

1002

Export Till Data to Diskette

Return

Edit Max Amount

Max Amount: \$100,000.00

4. Advance to the max amount button and enter the maximum dollar amount (include the decimal point) that the register should contain at any given time. When this threshold is reached, the ROM II system will issue a message to the cashier, recommending that a cash drop be made.

Note: The Max Amount is established on a ship-by-ship basis, there are no set amounts. The sales officer should determine this as he / she deems necessary.

5. Click on the Export Till Data to Diskette button to copy the till assignment to disk.
6. Click on the return button to return to the previous screen.

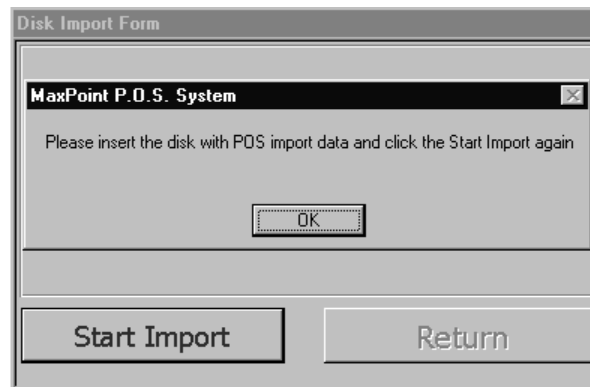
Point of Sale:

In this section we will discuss the operational procedures for initial setup to daily functions of the Point of Sale system (Referred to as POS hereafter). POS has similar setup requirements as that of the Back office and must be adhered to, to ensure proper installation and functionality of the system.

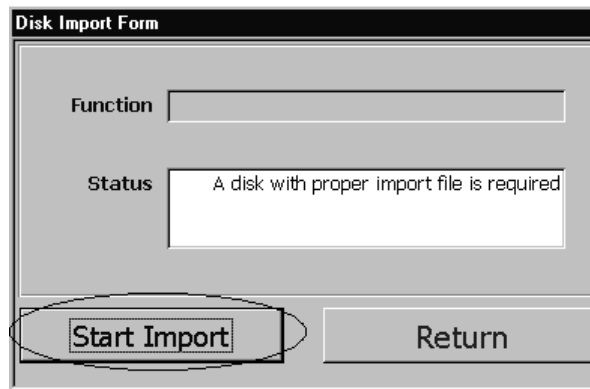
Importing Till Assignment Disk:

Place the Till Assignment Disk in the "A" drive of the computer. The disk will be extracted automatically when you activate the POS software. Refer to the following:

Note: The operator will not be allowed to log onto the register once a End of Day has been performed and reconciled at the Back-Office.



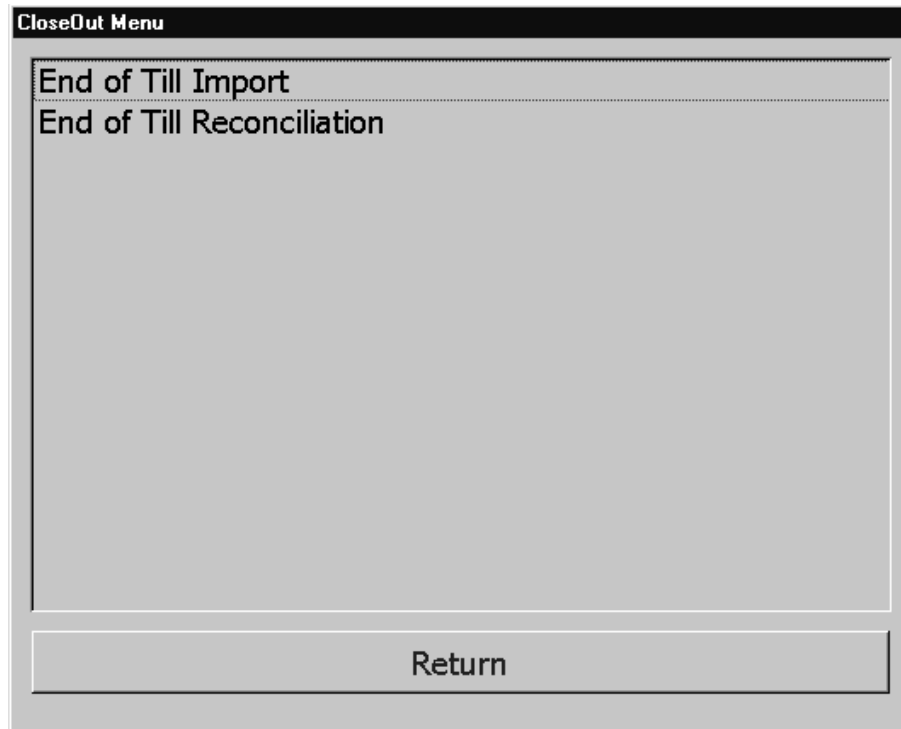
If you receive the above message, ensure that you have the disk properly inserted and click on the OK button. Then click on the Start Import button to import the Till Assignment disk. Refer to the following picture:



You will get the following message:

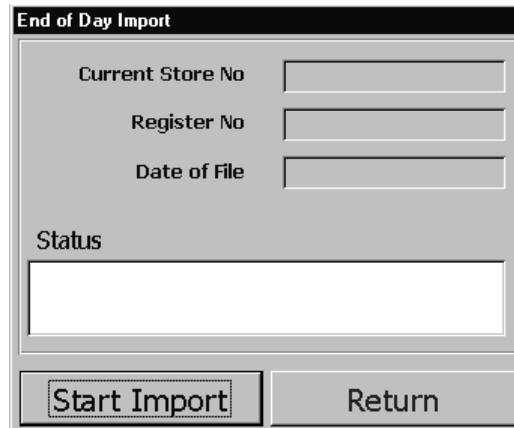
POS Reconcile Till:

The End of Day Functions menu enables you to perform end of the day operations such as cashier closeout and reconciliation of cash, inventory updating based on the sales generated from your POS outlets and data for reports. Click on this option and the following screen will appear:



End-of-Day Import:

This function lets you import a diskette (from a given cashier) at the end of the cashier's shift, or end of the business day. End-of-Day import should normally be done in conjunction with a cash drop, and the diskette handed to the back office person, along with the till. To access this function, click on this selection, and the following menu will appear:

The image shows a software dialog box titled "End of Day Import". It contains three input fields: "Current Store No", "Register No", and "Date of File". Below these is a "Status" label and a large empty text box. At the bottom are two buttons: "Start Import" and "Return".

End of Day Import	
Current Store No	<input type="text"/>
Register No	<input type="text"/>
Date of File	<input type="text"/>
Status	<input type="text"/>
<input type="button" value="Start Import"/> <input type="button" value="Return"/>	

To import a diskette, complete the following:

1. Insert the diskette into your "A: drive".
2. Click on the Start Import button. The import process will begin.
3. When the import is complete, the Status field will display "Finished Updating."
4. Either insert another diskette for import (from another cashier/register) or click on the Return button to return to the previous menu.

End-of-Day Reconciliation:

This function lets you balance the returned till with the sales transaction data that you import. End-of-Day Reconciliation should normally be done at the end of the business day. To access this function, click on this selection, and the following menu will appear:

Note that this process must be accomplished after the End of Day Import has been done and not prior.

End of Day Reconciliation

Please select a till assignment:

Store:

Register:

Operator:

Till Assinment Time:

Check Totals

Verify and Save Record

Clear Amounts

Return

	Cashier	System	Variance
Totals	\$0.00	\$0.00	\$0.00

1. Scroll and select the desired till in the Please select a till assignment field. Refer to the following picture:

End of Day Reconciliation

Please select a till assignment:

Store #	Register	Cashier	Till Assignment Date
1	1001	1	10/28/99 8:33:52 AM

Operator:

Till Assinment Time:

2. Once you have selected the desired Till, the system will automatically query information for that till assignment.
3. Enter the cash amount collected from the operator in the Cashier field located at the lower left hand side of the screen.
4. Once you are finished with step 3 above, click on the Check Totals button. ROM II will compare the cash collected with the sales transaction data from that cashier's register.

5. If you are satisfied with the verification, click on the Verify and Save Record button. The record will post to the system.
6. If you wish to proceed with another reconciliation, click on the Clear Amounts button, and then begin this process again, beginning with step 1. Note that each operator and register must have a separate diskette.
7. If you wish to exit this screen, click on the Return button and you will be returned to the previous menu.



Click on the OK button and the following screen will appear:

 A window titled "Logon Screen". It contains a "Logon" label next to a dropdown menu, a "Password" label next to a text input field, and two buttons at the bottom: "Clock in as Cashier" and "Exit".

1. Scroll and select the appropriate operator (This would be the operator that the till assignment disk was generated for at the BackOffice).
2. Enter the operator's password.
3. Click on the Clock in as Cashier button and the following screen will appear:

 A complex form titled "MaxPoint [00.01G] - Main Sales Form". It features several input fields for transaction details:

Cashier	1	Register No	3001	Date	14-Jun-00	End of Till
Store No	3	Transaction No	3	Time	1:54 PM	

 Below this is a table with columns: Article #, Description, Price Override, Price, Qty., and Total Price. The first row shows a dropdown for Article #, an empty Description field, a Price Override field, a Price of \$0.00, a Qty. of 1, and a Total Price field. The rest of the table area is empty. At the bottom, there are three buttons: "Manager Form", "Change Due" (with an empty input field next to it), and "Reprint the Last Receipt".

The Main Sales Form is where all sales are conducted. Use the hand held scanner and scan the item to be sold. If UPC maintenance has been conducted, the item will be displayed in the Article

field with the description and current retail price. If for some reason the item does not scan, then press the F4 button at the top of the keyboard and a drop down list of stock will appear. Enter the SKU of the item or point and click with the mouse. Refer to the following picture:

MaxPoint [00.01G] - Main Sales Form

Cashier	1	Register No	3001	Date	14-Jun-00	End of Till
Store No	3	Transaction No	4	Time	9:55 AM	

Article #	Description	Price Override	Price	Qty.	Total Price
0100000013	WRITING TABLETS, RULED		\$0.70	1	\$0.70
0100000001	ENVELOPES, #6 24/100 CT		\$0.70	1	\$0.70
0100000040	SHIPS PHOTO, W/ TRACK CHART		\$4.25	1	\$4.25
			\$0.00	1	

Manager Form

Change Due

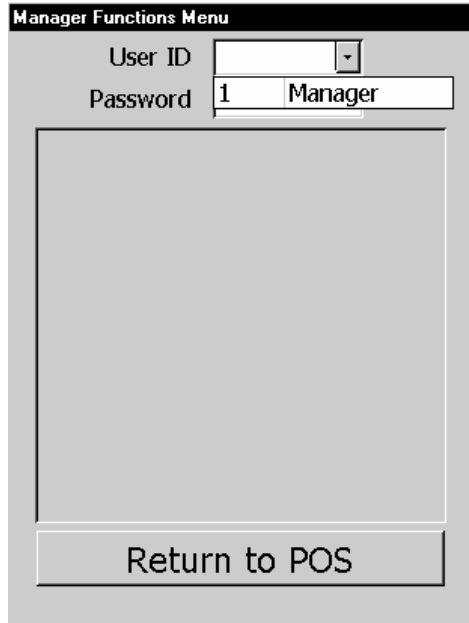
Reprint the Last Receipt

From this screen all sales, refunds and voids are conducted. Items can be scanned or manually inputted. The following keys produce the following results:

- F-1 Help Functions.
- F-2 Void Entire Transaction.
- F-3 No Functionality.
- F-4 Item Scroll.
- F-5 No Functionality.
- F-6 Change the Quantity of an Item.
- F-7 No Functionality.
- F-8 Refunds.(Return without a receipt)
- F-9 Cash Drop.
- F-10 No Functionality.
- F-11 Voids Previous Transaction.
- F-12 Voids a Particular Line Item.
- END Total Sale for Cash Payment.
- HOME Total Sale for Check Payment.
- PAGE UP Total Sale for Health and Comfort.

Manager Form:

The Manager Form is used for various tasks such as establishing new registers, modifying receipts and modifying manager passwords for function over-rides. Click on this button and the following screen will appear:



The image shows a screen titled "Manager Functions Menu". At the top, there is a "User ID" field with a dropdown arrow and a "Password" field containing the number "1" and the word "Manager". Below these fields is a large, empty rectangular box. At the bottom of the screen is a button labeled "Return to POS".

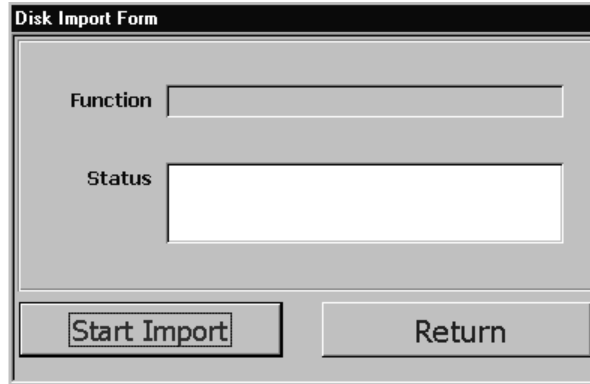
1. Scroll and select the appropriate manager.
2. Enter the password for that manager and press the Enter button. The following screen will appear:



The image shows a screen titled "Manager Functions Menu POS Version 0001 I". It features a list of menu items: "Start of Till Import", "End of Till Export", "Setup Store/Register", "Menu Update/Security", "Receipt Message", "Daily Transaction Report", "Change Export Data Password", "Change Refund Password", "Change Override Password", "Change Receipt Threshold", and "Exit". At the bottom of the screen is a button labeled "Return to POS".

Start of Till Import:

The Start of Till Import allows the manager to import till assignments within the program instead of having to back out each and every time a till assignment is required. Click on this function and the following screen will appear:

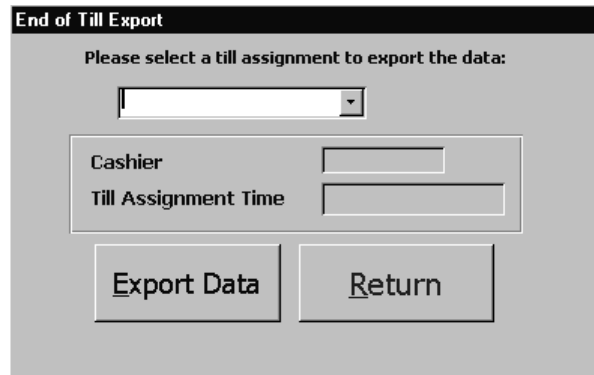
A screenshot of a software window titled "Disk Import Form". It contains two input fields: "Function" and "Status". Below these fields are two buttons: "Start Import" and "Return".

Disk Import Form	
Function	<input type="text"/>
Status	<input type="text"/>
<input type="button" value="Start Import"/>	<input type="button" value="Return"/>

Place the Till Assignment Disk in the "A" drive of the computer and click on the Start Import button. The import process will begin and all data on the disk will be imported to the Point of Sale register.

End of Till Export:

The End of Till Export allows the manager to recover previously created End of Day Till Exports to disk. The purpose for such a function is a backup method if data is lost or corrupted on a disk at the initial time of export. Click on this function and the following screen will appear:

A screenshot of a software window titled "End of Till Export". It prompts the user to "Please select a till assignment to export the data:" with a dropdown menu. Below this are two input fields: "Cashier" and "Till Assignment Time". At the bottom are two buttons: "Export Data" and "Return".

End of Till Export	
Please select a till assignment to export the data:	
<input type="text"/>	
Cashier	<input type="text"/>
Till Assignment Time	<input type="text"/>
<input type="button" value="Export Data"/>	<input type="button" value="Return"/>

1. Scroll and select the desired till. Refer to the following picture:

End of Till Export

Please select a till assignment to export the data:

Cashier	Till Assignment
1	6/5/00 3:10:03 PM
1	6/6/00 1:49:42 PM

Till Assignment Time

Export Data **Return**

2. Ensure that a formatted floppy disk is in the "A" drive.
3. Click on the Export Data button and the information will be copied to disk.

Menu Update/ Security:

From the Security/ Update screen the Manager can assign a security number for a specific function of the ROM II system. The number 1 is the highest security and 6 being the lowest. All that is required is to modify the existing number with the desired number. Click the Save Changes button to save. Click on this function and the following screen will appear:

Menu Update/Security Form

Menu Search High Range
Menu Type Low Range

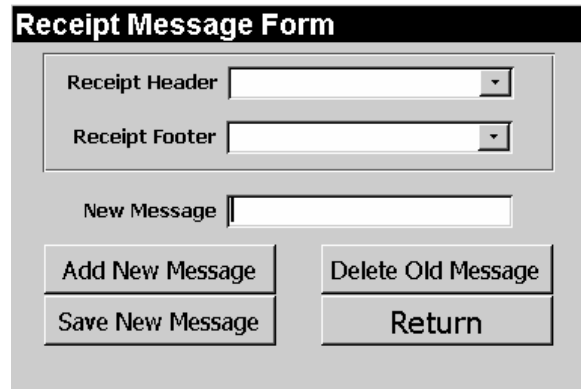
Menu Id	Seq #	Belonging To	Form to Activate	Security Level
1031	1	Start of Till Import	End_Day_Diskette_import_frm	1
1041	2	End of Till Export	mat_end_of_till_frm	6
1045	3	Setup Store/Register	store_register_number_frm	1
1047	6	Menu Update/Security	menu_creation_frm	1
1050	4	Receipt Message	new_message_frm	1
1055	7	Daily Transaction Report	mat_daily_trans_frm	1
1060	5	Change Export Data Password	mat_data_password_frm	1
1065	8	Change Refund Password	mat_data_password_frm	1

Save Changes **Return**

1. Scroll and select the desired access level to the specific screen in the Security Level field.
2. Click on the Save Changes button.

Receipt Message:

To create, delete or modify register receipt messages, click on the Receipt Message function. The following screen will appear:



The screenshot shows a window titled "Receipt Message Form". It contains two dropdown menus labeled "Receipt Header" and "Receipt Footer". Below these is a text input field labeled "New Message". At the bottom, there are four buttons: "Add New Message", "Delete Old Message", "Save New Message", and "Return".

Adding a new Message:

1. Click on the Add New Message button.
2. Enter the new message in the New Message Block.
3. Save the new message by clicking on the Save New Message button. (Receipt messages cannot exceed 20 alphanumeric spaces.)
4. To save these changes simply click on the Return button.
5. Scroll either the Receipt Header or the Receipt Footer to find your new message. If the message does not appear, simply exit and return to the Receipt Message screen. This refreshed the screen.



This screenshot shows the "Receipt Message Form" with a list of messages displayed. The list includes: "Come Again", "Grand Opening 1997", "New Product", "10 % Sale", "Thank You", "Return", "Clothing", and "Testing new message!". The "Add New Message" button is partially visible on the left, and the "Save New Message" and "Return" buttons are at the bottom.

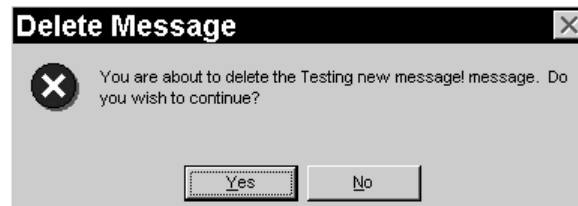
6. Click on the desired message for the Receipt Header and or Receipt Footer.

Deleting a Message:

1. From the Receipt Message Form screen click on the Delete Old Message button. The following screen will appear:



2. Scroll the appropriate message desired.
3. Click on the Delete Message button. The following message block will appear:



4. Click the appropriate block and you will return to the previous screen.
5. Continue to delete messages or click on the Return buttons until you return to the main menu.

Register/ Store Setup:

Click on the Setup Store/ Register option from the Manager Functions Menu. The following screen will appear:



The screenshot shows a window titled "Store/Register Setup Form". It contains three input fields: "Ship Name" with the text "Carr", "Store No" with the value "1", and "Register No" with the value "1001". Below these fields are two buttons: "Confirm" and "Return".

From the Store/ Register Setup Form, the manager can add the following information:

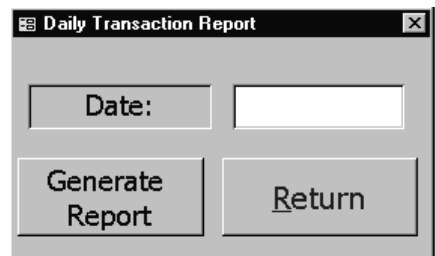
1. SHIP NAME: Enter the name of the ship system is installed on. Never include the USS part because this is defaulted into the system.
2. STORE NO. Enter the appropriate store number.
3. REGISTER NO. Enter the appropriate register number. If more than one register exists in an outlet insure that the register numbers are different.

Once you have made all the required changes, click on the Confirm button to save the information.

NOTE: *When the system is initially installed it may have another ships name listed, simply make the necessary changes and save. Ensure that the information that is entered at POS is the same as the information from the Backoffice. i.e. store number 1 is the same throughout the system, otherwise your system will not function correctly.*

Daily Transaction Report:

The Daily Transaction Report is the detailed tape for all sales at a specific register in a specific retail outlet. Click on this function and the following screen will appear:



The screenshot shows a window titled "Daily Transaction Report". It has a "Date:" label next to an empty text box. Below this are two buttons: "Generate Report" and "Return".

1. Double click in the date field and select the specific dates that you want to create the report.

2. Click on the Generate Report button and the receipt printer will generate the detail tape for that date selected.

Change Export Data Password:

This function allows the manager to change their password for the End of Till Export function. Click on this function and the following screen will appear:



Change Export Data Password

Change Export Data Password

Old Password

New Password

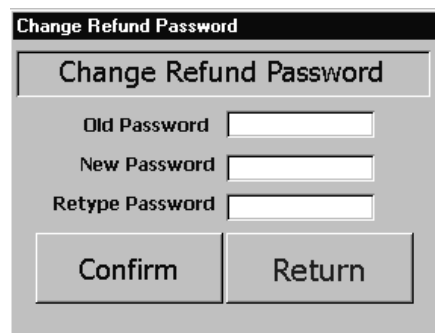
Retype Password

Confirm Return

1. Enter your current password in the Old Password field.
2. Enter the new password in the New Password field.
3. Re-enter the new password in the New Password field.
4. Click on the Confirm button.

Change Refund Password:

This function allows the manager to change their password for the Refunds (F8 button). Click on this function and the following screen will appear:



Change Refund Password

Change Refund Password

Old Password

New Password

Retype Password

Confirm Return

1. Enter your current password in the Old Password field.
2. Enter the new password in the New Password field.
3. Re-enter the new password in the New Password field.
4. Click on the Confirm button.

Change Override Password:

This function allows the manager to change their password for the Price Override function from the main sales screen. Click on this function and the following screen will appear:

A screenshot of a software window titled "Change Override Password". The window has a title bar with a close button. Below the title bar is a header area with the text "Change Override Password". Underneath the header are three input fields: "Old Password", "New Password", and "Retype Password". At the bottom of the window are two buttons: "Confirm" and "Return".

Change Override Password	
Old Password	<input type="text"/>
New Password	<input type="text"/>
Retype Password	<input type="text"/>
Confirm	Return

1. Enter your current password in the Old Password field.
2. Enter the new password in the New Password field.
3. Re-enter the new password in the New Password field.
4. Click on the Confirm button.

Change Receipt Threshold:

This function allows the manager to change the receipt threshold at which the register generates a receipt. In most cases the threshold is set to zero. This meaning that for all transactions a receipt will be generated. There may be times that you may want to set the receipt threshold to only print a receipt for transactions in excess of 10.00. Click on this function and the following screen will appear:

A screenshot of a software window titled "Edit Dollar Threshold". The window has a title bar with a close button. Below the title bar is a label "Threshold amount:". Underneath the label is a text input field containing the value "\$10.00". At the bottom of the window are two buttons: "Confirm" and "Return".

Edit Dollar Threshold	
Threshold amount:	<input type="text" value="\$10.00"/>
Confirm	Return

1. Enter a desired amount in the Threshold Amount field.
2. Click on the Confirm button and now receipts for transactions in excess of that amount will be generated.

Exit:

Use this function to exit from the Point of Sale program.

Return to POS:

Use this function to return to the Main Sales screen.

Sales Screen:

Click on the Return to POS button from the Manger Functions menu. This will take you directly to an Operators Logon screen. Refer to the following figure:

1. The operator will logon and the following screen will appear:

The screenshot shows a window titled "Logon Screen". Inside the window, there are two input fields: "Logon" and "Password". The "Logon" field is a dropdown menu, and the "Password" field is a text box. Below these fields are two buttons: "Clock in as Cashier" and "Exit".

2. Scroll and select the appropriate operator (This would be the operator that the till assignment disk was generated for at the BackOffice).
3. Enter the operator's password.
4. Click on the Clock in as Cashier button and the following screen will appear:

MaxPoint [00.01G] - Main Sales Form

Cashier	1	Register No	3001	Date	14-Jun-00	End of Till
Store No	3	Transaction No	3	Time	1:54 PM	

Article #	Description	Price Override	Price	Qty.	Total Price
			\$0.00	1	

Manager Form Change Due Reprint the Last Receipt

End of Till button – Used for end of day till export.

Manager Form button – Used to navigate to the Manager Form menu.

Reprint the Last Receipt – Used to print a duplicate receipt for the current transaction.

Price Override button - Used to override a retail price for a specific item. This is a one-time event and **does not** change the current retail price for the entire quantity still on hand. Refer to the following picture:

MaxPoint [00.01G] - Main Sales Form

Cashier	1	Register No	3001	Date	14-Jun-00	End of Till
Store No	3	Transaction No	3	Time	1:54 PM	

Article #	Description	Price Override	Price	Qty.	Total Price
			\$0.00	1	

Manager Form Change Due Reprint the Last Receipt

1. Scan the item that you wish to conduct a price override on.
2. Click on the Price Override button and the following screen will appear:

Price Override

Please enter the override password and new price:

WRITING TABLETS, RULED

Override Password:

Override Price:

Confirm Return

3. The manager must enter the password in the Override Password field.
4. The manager must enter the new retail price in the Override Price field.
5. Click on the Confirm button and the item will reflect the new price on the Sales screen.

Conducting a Sale:

1. Scan each and every item that is to be sold. Refer to the following picture:

MaxPoint [00.01G] - Main Sales Form

Cashier	1	Register No	3001	Date	14-Jun-00	End of Till
Store No	3	Transaction No	4	Time	9:55 AM	

Article #	Description	Price Override	Price	Qty.	Total Price
0100000013	WRITING TABLETS, RULED		\$0.70	1	\$0.70
0100000001	ENVELOPES, #6 24/100 CT		\$0.70	1	\$0.70
0100000040	SHIPS PHOTO, W/TRACK CHART		\$4.25	1	\$4.25
			\$0.00	1	

Manager Form Change Due Reprint the Last Receipt

- Once you have all items that are to be sold press the END Button. The following screen will appear:

Cash Payment Form

Tenders	Amount
Amount Paid	
Amount Due	\$5.65
Sales Total	\$5.65

Cash
Check
HAC
Return

For a cash transaction –

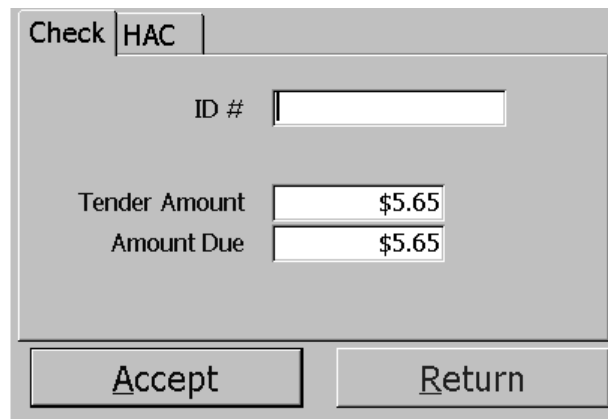
- Simply enter the amount that the customer gives you in the Amount Paid field. I.e. if the customer gives you a \$10.00 bill for a \$5.65 total, enter 1000 in the Amount Paid field.
DO NOT ENTER THE DECIMAL POINT.
- Press the Enter key.
- The system will open the drawer and display what the change is.

RECEIPT TAPE:

The register drawer will not open if the receipt printer is out of paper. The cash register drawer key will need to be used for each cash transaction with change to open the drawer. Ensure that adequate amounts of receipt paper is kept on hands at all times to eliminate this problem.

For a check transaction –

1. Click on the Check button and the following screen will appear:



Check HAC	
ID #	<input type="text"/>
Tender Amount	\$5.65
Amount Due	\$5.65
Accept Return	

2. Enter the customers social security number in the ID # field. First ensure that the customers social security number is not on the bad check list supplied to you by the Disbursing Officer. The system does not keep track of this list, so this will be done manually each and every time.
3. Click on the Accept button.
4. The system does not open the drawer for check transactions. All checks must be inserted into the register through the slot located at the front of the register drawer.

For a Health & Comfort transaction –

1. Click on the HAC button and the following screen will appear:

Check HAC

Document #

Tender Amount

Amount Due

Accept Return

3. Enter the customers document number in the Document # field. Ensure that you have the final copy of the Health and Comfort with the required signatures.
4. Click on the Accept button.
5. Place the Health & Comfort document on the bottom of the register drawer.

Refunds:

There will be times that a customer will bring something back to the store for a refund. The manager must approve and conduct all refunds. Click on this option and the following screen will appear:

Refund Password

Refund Logon

Password:

Confirm Return

1. **F-8 Refunds:** This Function is used to conduct refunds. Press the F8 button and a Return Form will appear. The manager must enter the password and Click on the Confirm button to access the actual Refund form. Click on the Return Reason and then check the box to the left of the item/s that are to be returned. Enter the quantity returned in the box under the Return Now column, and click on the Press F12 to Accept button located at the lower left side of screen. The system will return to the sales screen with the selected items indicated with negative numbers. Press the End button and enter 000. Click the Enter button and the register will open. Give the customer his refund and have him/ her sign the receipt and place the refund receipt in the cash drawer.

Register Function Keys:

F-1 Help Function: This function is used to access help on a variety of areas, ranging from register setup to end of day. Scroll the list and click on the desired topic. The system will give detailed instructions on how to perform each task.

F-2 Void Entire Transaction: This function is used to delete an entire transaction from the sales screen prior to the acceptance of cash. For Example, if the operator scanned several items and the customer decided that he/she did not want the items or did not have any money, you can simply use the F2 button.

F-3 (No Functionality)

F-4 Item Scroll: Use this function to display a list of ship's store stock that is carried. This would be beneficial when a item does not have a UPC on it. You would scroll the list and find the appropriate item and then click that selection. The item will then appear on the sales screen with the price.

F-5 (No Functionality)

F-6 Quantity Change Function: This Function is used to change the quantity of an item that has already been scanned. For example, if a snickers candy bar was scanned and then a variety of other items and the customer decide to purchase 4 more snickers bars, scroll to the line of the snickers bars on and press the F6 button. The quantity will be highlighted, just enter the total quantity and press the Enter button. The transaction will be adjusted once you press the Enter button.

F-7 (No Functionality)

F-8 Refunds: This Function is used to conduct refunds. Press the F8 button and a Return Form will appear. The manager must enter the password and Click on the Confirm button to access the actual Refund form. Click on the Return Reason and then check the box to the left of the item/s that are to be returned. Enter the quantity returned in the box under the Return Now column, and click on the Press F12 to Accept button located at the lower left side of screen. The system will return to the sales screen with the selected items indicated with negative numbers. Press the End button and enter 000. Click the Enter button and the register will open. Give the customer his refund and have him/ her sign the receipt and place the refund receipt in the cash drawer.

F-9 Cash Drop: The system is designed to allow up to a maximum amount of cash in the register at a given time. Once this maximum has been reached, the system will prompt for a cash drop. To do this; press the F9 button. The Cash Drop Form will appear. Scroll and select the supervisor in the supervisor field. The supervisor receiving the cash drop will enter their ID number. The Cashier (Actual Cashier Logged in at time of Cash drop.), Cash on Register (Actual cash present in register, including checks) and Suggested drop (What the system recommends to be dropped.)

fields are grayed out, and cannot be modified. The cashier will press the Enter button, which will open the register drawer. The money to be dropped will be counted by the cashier and the supervisor and then the F9 button will be pressed again. Enter the dollar amount of the drop in the following format: 10000 = \$100.00, for a one hundred dollar drop. Click on the Confirm button. The system will print out a receipt for the cash drop. **The supervisor receiving the cash drop will sign the receipt and return to the cashier at the time of cash drop.** The signed receipt will be maintained in the register drawer until that cashier is cashed out and collected from. The receipt is considered a cash voucher and will be counted as part of the collection.

F-10 (No Functionality)

F-11 VOIDING PREVIOUS TRANSACTIONS: If an operator has made a mistake, the POS system will allow them to void a previous transaction. Press the F11 button and the Void Transaction Form will appear. Scroll the Transaction Number field and select the appropriate transaction number. Scroll and select the user ID and enter the appropriate password. Scroll and select the reason for void and click on the Confirm button. The Confirm button is used twice for this function. The first time releases the drop down box for reason to void transaction. After selecting reason, click the Confirm button again to close transaction. **This function must be performed by a supervisor.**

F-12 Voiding a Particular Line: The system is designed to allow an operator to void a single line of a sale prior to a cash exchange. For example, if a customer decided they did not want an item that had already been scanned, you could scroll to the line of that item and press the F12 button to void it out. The operator would then press the Enter button, this would correct the final total field of the sales screen.

The End/ Home/ Page Up buttons: The End button is used for cash transactions. Press this button when all items have been scanned and cash payment is received. The screen allows you to choose from cash, check or health and comfort. The Cash Payment Form will appear, enter the cash tendered into the Amount Paid field in the following format: \$20.00 = 2000 and press the Enter button. The Cash register drawer will open and the system will return to the sales screen. The bottom of the screen will indicate the Last Total and below it will display the change, if any, that is due back to the customer. Close the drawer and you will be ready to conduct another sales transaction. The Check Payment form can be done from the cash form or the Home button and requires the customers social security number to be entered. The transaction is made for the exact amount of the sale only. For a Health and Comfort transaction, the Page Up button or the cash payment can be used and requires the customer's social security number as well.